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SWITZERLAND COUNTY COURTHOUSE

Vevay, Ind.



(In the final publication an enlarged picture, 5 x 7,  
will appear here.)

INVENTORY OF THE COUNTY ARCHIVES  
OF INDIANA

SWITZERLAND COUNTY

*no. 78*

W. P. A.





## PREFACE

This inventory of Switzerland County records constitutes a part of a general guide to the county archives of Indiana. It has been prepared by the Historical Records Survey of this state, operating as a separate project under the Works Progress Administration.

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The survey of state and local historical records in Indiana was instituted on February 19, 1936, as part of a nation-wide undertaking under the supervision of Dr. Luther H. Evans. Samuel J. Kagan, state archivist of the Indiana History and Archives Division of the State Library was assigned to lead the project as State Director. In the beginning the Survey was closely associated with the Writers' Project. On September 23, 1936, the Historical Records Survey was nominally as well as factually made the independent of the Writers' Project. In general, it has from its very inception acted as a separate and independent unit of Federal Project No. 1.

The aim and purpose of the survey of county records in Indiana have been to furnish the officials of the local, state, and national governments, students of history, lawyers and genealogists, and the general citizenry interested in the county records, with a convenient tool for use in consulting them. It is the object of the Survey to make the valuable source materials that are to be found in the Indiana courthouses and other public buildings, available and more accessible to those



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who may be need of them. It is our hope that the information contained in this inventory will arouse greater interest in state and local historical records and will encourage officials to continue the improvement of methods for the preservation and safekeeping of these records.

The field work of the survey of Switzerland County was begun on June 18, 1936, under the district supervision of Mrs. Carmon Whitcher, later succeeded by Elizabeth Howe. The field workers were Virgil Wiley of Rushville; William Holliday, of Osgood; Nadene Young of Rising Sun; William Brys, of Bear Branch; Josephine Darwings Deputy; and Katherine Loftus and F. O. Walkup, both of New Albany. It was completed on July 3, 1938. Many visits, however, have since been made to the county courthouse to check and recheck the information contained herein, the final recheck having been made in August 1937.

There are ninety-two counties in Indiana. When the survey of county archives is completed a separate volume is to be devoted to each county inventory in the state. Switzerland County is No. 78.

The inventory proper is preceded by a number of introductory sections to enlighten the reader concerning facts and events forming the background and basis of the records. The entries for the record series are carried in consecutive numbering for the county. The bureaus are arranged in functional order: Governing boards; major administrative offices; judicial offices;



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and financial, educational, health, engineering, and other groups. Wherever applicable, natural groupings under separate headings are made within the bureau, and the entries are arranged thereunder also according to their functional sequence. A full and extensive index following the inventory will help the reader locate records with a minimum of inconvenience and effort.

The editing of this inventory has been conducted by an editorial staff of some forty men and women, whose labors we deeply appreciate and wish to recognize forthwith, captained by Harry A. Rider, editor; John R. Milligan in charge of accession and classifying; Louis Nation in charge of checking; Canis E. Brockway in charge of condensing; Julius Salman, legal adviser; and Howard C. Underwood, historical research editor.

The original survey was made in the field under the direction of the State Director and carefully checked and compiled in the form of this inventory in the State Office. Of the industrious and painstaking devotion to his task of each and every person who had a part in the Survey we are keenly aware, and we regret that we cannot commend by name the services of all who have contributed to the publication of this volume.

The Survey is indebted to county officials; to the State Works Progress Administration; to Kenneth E. Lancet, Acting Director of Women's and Professional Projects, who has rendered the Survey a great personal service in the administering of the



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project; and to Dr. Christopher B. Coleman, who has taken personal initiative and interest in behalf of the Survey in giving technical advice to the project.

S. J. Kagan, State Director

The Historical Records Survey





## FOREWORD

A guide to county and township records in Indiana has long been needed by both local officials and the general public. The Historical Records Survey, a project of the Works Progress Administration, is the first attempt to supply this need. Few more useful fields of employment could have been found than the survey of local and state historical records, even though the work inevitably presented unusual difficulties. The completion of the survey of historical records in Indiana is a source of genuine satisfaction.

We are indebted first of all to the Works Progress Administration for providing for the survey and financing it. The National Director of the project, Dr. Luther H. Evans, assured a fruitful product of the work by ably outlining it and drafting the forms to be used by the field workers so as to insure the greatest completeness with the least likelihood of errors. He and his assistants have done all that was possible for this nation-wide survey. Samuel J. Kagan, State Director of Indiana, deserves great credit for his energy and ability in organizing the office and field forces which have carried out the project. To assemble and organize more than one hundred and fifty persons in a new line of work in which there were very few local precedents, and to complete the preliminary field work of a survey of the county records in all the ninety-two counties, at first, seemed almost impossible of accomplishment.



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An advisory committee has helped guide the work of the project; though no meetings were held, its members in many instances were a great help. A word of appreciation must be recorded here for the county officials who courteously gave the representatives of the survey access to the records in their offices and cooperated in the making of the survey. Especially is the state indebted to those officials who made possible the photographing of old records for preservation in a central depository.

CHRISTOPHER B. COLEMAN

Director, Indiana Historical Bureau



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## PART A. SWITZERLAND COUNTY AND ITS RECORDS SYSTEM

## 1. HISTORICAL SKETCH

Switzerland County, situated in the extreme southeast corner of the state, is bounded on the north by Ohio County, on the east and south by the Ohio River, and on the west by Jefferson County. It has an area of 222 square miles.

The topography of Switzerland County is varied. Those portions adjacent to the Ohio River, and to some extent to the other streams in the county, are for the most part level. Farther back from the river lie rugged, hilly lands and broken areas; beyond these are stretches of wet flats and semi-marshes. Log Lick, Dryants', Grants', and Indian Creeks--all small streams and all flowing into the Ohio River--provide sufficient drainage for the county. On their way to the Ohio these streams have cut gorges, often 350 feet in depth, through the soft rock.

A brief picture of the relationship of Indiana to the history of the United States as a whole begins with the landing and settlement of the English at Jamestown in 1607. The next year the French founded Quebec and began a series of explorations to the west and south that eventually carried LaSalle to the mouth of the Mississippi River. On April 9, 1682, he claimed the entire river valley--the American Middle West--in the name of France, and named it Louisiana after his King. French trading posts had been established in Indiana by 1719 on the present sites of Fort Wayne, Lafayette, and Vincennes. Rivalry between the French and English, who had also pushed into this territory, over the valuable fur trade precipitated



the French and Indian War. By the Treaty of Paris, February 10, 1763, this conflict was settled and France ceded Louisiana to Britain. Shortly after the outbreak of the American Revolution, General George Rogers Clark captured Kaskaskia and Vincennes from the English, and the Ohio and Mississippi Valleys fell into the hands of Virginia. In 1784 Virginia ceded this vast empire to the United States Government, and three years later the Ordinance providing for the establishment of the Northwest Territory was passed by Congress. Knox County, comprising all of Indiana and parts of Ohio, Michigan, Illinois, and Wisconsin, was created in 1790. In 1800 Indiana Territory was organized, and in 1816 Indiana was admitted into the Union as a state.

In addition to France, England, Virginia, and the United States, several Indian tribes claimed the area within the limits of Switzerland County; and the United States Government, in accordance with its policy of purchasing all land in the state held by the Indians, acquired this area by two treaties of cession. The greater part of the county was ceded to the Government by the Delawares, Miami, and other tribes by the Treaty of Greenville, Ohio, signed on August 2, 1795. The remaining portion of the county was included in a treaty signed at Harrison House on August 21, 1805, by the Delawares, Miami, Weas, Potowatomi, and the Government Commissioners.

The first permanent white settler in the area comprising Switzerland County was Heathcoat Picket who built a cabin near Plum Creek in 1795. (Some authorities state that he settled in the county as early as 1790.) Later on, he became well known as



a flat-boat pilot, and is credited with making over twenty trips down the river to New Orleans and returning on foot. In 1798 William Cotton and the Dickason family settled on Indian Creek, a few miles back from the Ohio River; and Robert Drake, John Raye, and a man named Maguire built cabins on Plum Creek about the same time. The next year Robert Gullion settled on a tract in the Ohio River bottom above the mouth of Log Lick Creek. Louis Jones, a native of Virginia, settled on the bank of Bryants' Creek in 1800.

The Dufour family and their associates, emigrants and vine dressers from Switzerland, took a leading part in the early settlement and development of the county. They came to the United States in 1801 and on May 1st of the following year, Congress, on the petition of John Jones Dufour, granted them four sections of land. They chose land along the Ohio River, naming the little settlement that grew up New Switzerland. Here the culture of the grape and the making of wine were introduced into the United States.

Switzerland County was formed by the Territorial Legislature on September 7, 1814, out of lands previously attached to Dearborn and Jefferson Counties. The legal boundaries of the county as defined in the act were: "Beginning at a point between fractional sections number twenty two and twenty seven on the Ohio river, in town three range one, west, thence due west with said sectional line to the old Indian boundary, thence nearly north running with said boundary to the north east corner of section thirteen, town six, range twelve in the new purchase, thence due north with said sectional line to the north east corner of town six, range twelve, thence





west with the line dividing town six, range twelve, and town seven, and range twelve to the sectional line, dividing sections five and four, in town six, range twelve, in the new purchase, thence south with said sectional line, to the Ohio river, at a point between fractional sections number twenty and twenty one, about one mile below the old Indian boundary, in town three range twelve in the new purchase, thence with the meanders of the Ohio river and up the same to the place of beginning." (1)

On December 31, 1821, a portion of Switzerland County was attached to Ripley County. (2)

The first officials of the newly formed county were appointed by the Territorial Governor, Thomas Posey. William Cotton and James McClure were associate judges of the circuit court; John Francis Siebenthal was sheriff; Ralph Cotton, coroner; Elisha Golay, surveyor; and the offices of both clerk and recorder were filled by John Francis Dufour.

The associate judges of the circuit court--at this time having jurisdiction which later on passed to the county commissioners--met for the first time on October 28, 1814, at the home of Robert M. Trotter in Vevay. The commissioners appointed to create the county seat had chosen the town of Vevay and filed their report with the court. Since Elisha Golay, who had been appointed surveyor, refused to accept, the court recommended that John Gilliland be appointed in his stead. The county was also divided into two townships. At present there are six townships in Switzerland County: Cotton, Craig, Jefferson, Pleasant, Posey, and York. Since many of the early and leading settlers were natives of Switzerland, the county



was named for that country.

The first term of circuit court was held in October, 1824, with Elijah Sparks as presiding judge of the circuit.

The first courthouse in Switzerland County was built in 1815-16 and was of brick construction. This structure was used until 1864, when the present three-story, stone courthouse was completed.

The population of Switzerland County has steadily decreased. In 1890 the census showed over 12,000 people living in the county; in 1930 the figure had dropped to less than 9,000, of which .3% were classified as foreign born whites and .3% were Negroes. Vevay is the only city in the county, and its population has declined slightly. The incorporated towns--Moorefield and Patroit--have also decreased in size.

Agriculture is by far the most important occupation in Switzerland County. The principal crops are tobacco, hay, corn, and wheat, with the largest acreage in corn and wheat. The growing of alfalfa and the cultivation of soy beans are becoming increasingly important. Dairy cattle and sheep are raised extensively, but hogs are not important in the agricultural economy of the county.

There are no manufacturing concerns in the county at present. Formerly, some industry was located in Vevay, but due to lack of transportation facilities and for other reasons it soon proved unprofitable.

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(1) Acts of Ind. Terr. 1814, pp. 30-31.

(2) Acts 1821-22, p. 127.



SOURCES

History of Dearborn, Ohio, and Switzerland Counties, Indiana.  
(Weakley, Harramon & Co. Chicago, 1885. 1282 p.)

PENCE, GEORGE AND ARMSTRONG, NELLIE C. Indiana Boundaries  
Territory, State, and County. (Indiana Historical Bureau.  
Indiana, 1932. 883 p.)

UNDERWOOD, ROY. Preliminary Survey of County Planning  
Problems in Switzerland County, Indiana. (State Planning Board  
of Indiana. October, 1936. Typewritten. 17 p.)



## 2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM:

Switzerland County, with its county seat at Vevay, is a subdivision of the State of Indiana for administrative, judicial, and political purposes. It is a creature of the general assembly and possesses only such powers of local government as are conferred by acts of the general assembly or are incident and necessary to carry out the provisions thereof. Created by the state, the county is subject to legislative control at any time and its powers may be amplified or diminished without its consent.

Switzerland County was organized by an act of the general assembly, effective October 1, 1814. 1/ The present government, as it functions today, is the result of its development under the original Constitution of 1816, the present Constitution adopted in 1851 and as since amended, and more than a century of legislative action.

The county system of government is an inheritance from England and the American Colonies, whence pioneers in Indiana brought their customs and laws. Its beginnings in Indiana are found in the laws of the Northwest Territory, which recognized the counties already established, and provided for courts and administrative officers, as follows: General court of quarter sessions of the peace, county court of common pleas, 2/ and court of probate, 3/ commissioners, 4/ sheriff, 5/ coroner, 6/ recorder, 7/ treasurer, 8/ and circuit court. 9/ These officers





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were appointed by either the Governor or the general court of quarter sessions.

The laws of Indiana Territory provided for additional offices: Surveyor, established in 1802; 10/ assessor, established in 1805, 11/ abolished in 1811; 12/ prosecuting attorney, established in 1810; 13/ and county agent, established in 1813 to convey and receive conveyances of public lands. 14/ In 1803 a new county tax levy law repealed the act of 1795 providing for the appointment of commissioners and their powers devolved upon the court of quarter sessions. 15/ In 1805 the court of quarter sessions was abolished and its duties transferred to the court of common pleas. 16/ An act of December 31, 1813 abolished the court of common pleas and the old circuit court and transferred all matters in its jurisdiction to the new circuit court, consisting of a president judge and, from the county, three associate judges, 17/ and the associate judges were authorized to transact all county business. 18/ In 1804 the office of treasurer was abolished and his duties transferred to the sheriff. 19/ It was reestablished in 1811 20/ and again abolished in 1813 and the sheriff acted as the treasurer. 21/

In the year 1816, Indiana was admitted to the Union and the constitution of that year provided for the election in each county of a clerk of the circuit court, 22/ recorder, 23/ sheriff, and coroner, 24/ All territorial laws, not inconsistent with the constitution, continued in force until they expired or were repealed. 25/



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The general assembly, in 1817, established the board of commissioners, to transact county business, consisting of three members, elected by the voters of the county; 26/ provided for a treasurer, appointed by the board of commissioners; 27/ and in 1818 a surveyor, appointed and commissioned by the Governor of the state. 28/

In 1824, the board of commissioners was abolished, and its functions conferred upon the justices of the peace of the county, who constituted the board for doing county business, 29/ until the board of commissioners was reestablished in 1831. 30/

Upon its organization in 1814, the government of Switzerland County followed the form outlined above. In 1831 the general assembly made the surveyor an appointee of the board of commissioners, 31/ and established the offices of prosecuting attorney 32/ and school commissioner, the latter a financial agent in control of school lands and funds. 33/ Further increases in the number of county agencies were made in 1841 with the addition of auditor, 34/ assessor, 35/ appraiser, 36/ and a board of review, composed of the board of commissioners, auditor, and assessor, to review tax assessments. 37/ Also in 1841, the treasurer became an elective officer. 38/ This system remained the administrative system of Switzerland County until the Constitution of 1851.

As the state grew, there was much dissatisfaction with the Constitution of 1816, but repeated attempts to change it did not succeed until 1850, when a constitutional convention was called



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which framed a new constitution. 39/ This constitution was submitted to the qualified voters of the state and adopted in 1851, proclaimed by the Governor to be effective on November 1, 1851, and with amendments, remains the Constitution of Indiana. 40/

The first session of the general assembly after the adoption of the new constitution enacted a general code known as the Revised Statutes of 1852, and with certain exceptions, 41/ repealed all previous laws, thereby abolishing the assessor and school commissioner, substituting the appraiser for the assessor in the board of review, and dividing the duties of the school commissioner between the auditor and the treasurer. 42/

Each county is a political subdivision of the state and has an individual governmental organization. Although the Constitution of 1851 forbids special legislation, 43/ and the general outline of the organization of county government remains the same, the general assembly has provided the necessary variations to take care of local needs and conditions in the several counties. These variations lie chiefly in the number of officers and courts provided for counties within classifications based upon population. Urban and rural areas obviously cannot be governed by the same number of officers. Each county has the constitutional officers, but the statutory officers vary in number, powers, and duties. The latter officers may be compulsory in all counties, or they may be optional and therefore established in only a few instances; others are authorized in



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only certain classes of counties, though the class may include only one county.

Indiana stands alone among the states of the Union in having a dual system of county governing boards, 44/ since the establishment in each county of a county council in 1899. 45/ Each county is governed by a board of commissioners and a county council. The duties of these agencies, with technical distinction, are enumerated in their proper places below.

From the beginning of the present century a tendency toward centralization of power in the hands of state authorities has taken from county officials many of their powers and duties and has greatly lessened the scope of those remaining. In older fields of finance, roads, and education, the state's supervision has greatly increased, and the creation of newer state departments such as police, food and fire inspection, and public welfare, has caused heavy removal of local responsibility and control.

## Present Administration of Switzerland County

The Constitution of 1851 reorganized the governmental structure, enlarging the number of constitutional officers to be elected by the people of the county, as follows: 46/

Clerk of the circuit court, who keeps all the records of the proceedings and business of the circuit court, serves ex officio as registration officer and member of the county election boards, and also performs certain duties of administrative character.

Recorder, who makes and preserves a public record of all legal documents, both official and private, as may be prescribed by law.





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Sheriff, who is conservator of the peace, serves summons, and executes orders of the circuit court and county boards.

Coroner, who holds inquests in all cases of death by violence or accident or of suspicious circumstances.

Treasurer, who receives and disburses all county moneys including the collection of taxes, and is ex officio a member of the board of review.

Auditor, who is the financial agent of the county and compiles the county budget estimates, prepares the tax duplicates, and serves as clerk and member of several county boards.

Surveyor, who has charge of all surveying and civil engineering work of the county, including the maintenance of drainage systems. 47/

The constitution empowers the general assembly to provide for the election or appointment of such other officers as may become necessary, 48/ and to confer on boards doing county business powers of a local, administrative character. 49/ Under this authority the general assembly has from time to time established the following statutory officers and boards:

Board of commissioners, the leading governing body of the county, often called the "county board", reestablished in 1852. It consists of three members elected for terms of three years. The board furnishes and maintains county buildings and grounds, administers the financial transactions of the county, and is responsible for the maintenance of county highways. 50/

County council, another governing body created in 1899 51/ to control the finances of county government. This council consists



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of seven members, elected for terms of four years. The council has power to fix the tax rate for county purposes and for all purposes where the rate is not fixed by law and is required to be uniform throughout the county, and to adopt the county budget, the exclusive right to make appropriations from the county treasury, and the exclusive power to authorize the borrowing of money and the issuing of bonds. 52/

Superintendent of schools, 1873, 53/ who has general superintendence of all schools of the county outside of incorporated cities and towns. 54/ Elected by the township trustees, 55/ he is ex officio a member and president of the county board of education. 56/

Board of education, in 1873, 57/ consisting, since an amendment of 1877, of the superintendent of schools, township trustees, and the chairman of school trustees of each city and town of the county. The board is charged with the maintenance of the schools and school property, and purchases school supplies. 58/

Health commissioner, in 1909, appointed by the board of commissioners to enforce the health laws. 59/

Assessor, in 1891, 60/ who oversees the assessment of real and personal property, 61/ and appraises estates for inheritance taxes. 62/ He is elected by the voters of the county, 63/ and is ex officio a member and president of the board of review. 64/

Board of review, in 1891, whose members are the assessor, auditor, and treasurer, 65/ and, by an amendment of 1919, two freeholders of opposite political parties, appointed by the judge



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of the circuit court. 66/ This board equalizes tax assessments as between townships or other taxing units and between individual property owners. 67/

Board of finance, in 1907, consisting of the board of commissioners, with the auditor as secretary. 68/ This board has the custody of county funds and selects the depositories. 69/

Agricultural agent, in 1913, who, under the supervision of Purdue University, conducts farmers' institutes and other movements for the advancement of agriculture and country life. He is appointed by the director of agricultural extension service of Purdue University, subject to the approval of the state board known as the county agricultural agent board. 70/

Highway supervisor, in 1933, who supervises, under the direction of the board of commissioners, the repair and maintenance of all county highways. The board of commissioners makes the appointment and may appoint the surveyor as highway supervisor. 71/ The board of commissioners of Switzerland County has appointed an extra officer as highway supervisor.

Board of tax adjustment, 1932, consisting of seven members 72/ who, by an amendment of 1937, are: One member of the county council, chosen by the council; the mayor of the largest city in the county or any public official of any city in the county, appointed by the mayor of the largest city of the county; one member of the county board of education, selected by such board; and four freeholders appointed by the judge of the circuit court.



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The board examines the tax levy and the corresponding items of the budget, and adjusts the tax rate so that it shall not exceed, in any municipal corporation the total tax rate prescribed by law. 73/

School fund board, in 1935, consisting of three members-- the auditor and the clerk of the circuit court, ex officio, and one member appointed by the judge of the circuit court. The board approves all loans from the common school and the congressional township school funds. 74/

Department of public welfare, in 1936, 75/ comprising the board of public welfare, consisting of five members appointed by the judge of the circuit court, and the director of public welfare, appointed by the board. 76/ The department administers the provisions and benefits of the public welfare act. 77/

Registration officer, in 1935, who is the clerk of the circuit court ex officio. He conducts the registration of voters. 78/

Board of election commissioners, in 1939, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for general elections. 79/

Board of canvassers, in 1905, consisting of the election commissioners. 80/ The board canvasses, tabulates, and compiles the election returns of the county 81/ and certifies the candidates elected. 82/





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Board of primary election commissioners, in 1910, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for primary elections. 83/

## Judicial

The judicial system of Switzerland County, as of other Indiana counties, is prescribed by the constitution and subsequent acts of the general assembly. The constitution authorized and directed that the state be divided into judicial circuits. 84/ Jefferson and Switzerland Counties constitute the fifth circuit, established in 1901. 85/ Previously, it was part of a judicial circuit to which adjoining counties were attached. The constitution further provides for the election of a judge 86/ and a prosecuting attorney for the circuit, 87/ and a clerk of the circuit court. 88/ The Jefferson-Switzerland Circuit Court has original exclusive jurisdiction in all cases, criminal, civil, probate, and juvenile, except where exclusive or concurrent jurisdiction is conferred by law upon justices of the peace, and such appellate jurisdiction as is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings where exclusive jurisdiction thereof is not conferred by law upon some other court or office. 89/



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## Records System

The records of Switzerland County began with its creation in 1814. The establishment of each of the county offices and bureaus inaugurated their records which were kept in such fashion as the incumbents saw fit, following in the main the directions of the general assembly under the provisions for each respective office. In 1909, the general assembly established the state board of accounts, which formulates, prescribes, and installs systems of accounting and reporting which are uniform for every public office of the same class. 90/ Under this law some of the records were combined to eliminate separation, duplication, and overlapping. The board also permits the use of bound loose-leaf records in almost all cases where the records are typed. The quality of the paper and ink and the binding and rebinding practices are left to the judgment of the board of commissioners, except that a good quality is required.

Whenever it may be necessary for the preservation of the records of any office, it is the duty of the board of commissioners to issue an order directing the officer in charge to copy and transcribe the records. 91/

In event of the loss or destruction, in whole or in part, of any of the county records, the board of commissioners shall send a certified list of such records furnished by the state to the Governor, who shall replace them, and such records compiled in the county shall be restored, if possible, from original documents by



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the proper officer. If possible, new records shall be made by evidence taken from parties having knowledge of the facts concerned, by either the proper officer or a commissioner appointed by the board of commissioners for that purpose. 92/

In 1925 a law was passed permitting county officials, at their discretion, to turn over to the archives division of the state library for permanent preservation, any official books, records, documents, original papers, newspaper files, or printed books and material not in current use in their offices. 93/ This law is optional and has been ineffectual. County officials are loath to part with records, even when no longer in use and in spite of lack of storage space, anticipating a possible call for them. Consequently, they have only occasionally availed themselves of this provision for permanent preservation of their old records.

The recorder and other county officers, by an act of 1927, are authorized to record deeds, mortgages, and other instruments by any approved photographic process adopted by the board of commissioners. 94/

In 1937, the general assembly authorized the director of the state library, at his discretion, to make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material in any



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county, city, or other public office, for preservation in the state archives. All public officials must permit copies to be made of the books, records, documents, and papers in their respective offices. 95/

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- 1/ Acts of Ind. Terr. 1814, pp. 30-31.
- 2/ Laws, N. W. Terr., Acts 1788, ch. 2, pp. 4, 7.
- 3/ Ibid., ch. 3.
- 4/ Ibid., Acts 1795, p. 201, secs. 1-2.
- 5/ Ibid., Acts 1788, ch. 2, p. 8.
- 6/ Ibid., Acts 1788, ch. 9, p. 24.
- 7/ Ibid., Acts 1795, p. 197, sec. 1.
- 8/ Ibid., Acts 1792, ch. 2, sec. 6.
- 9/ Ibid., Acts 1795, pp. 156-57, sec. 9.
- 10/ Laws, Ind. Terr., Acts 1802, ch. 25, sec. 1.
- 11/ Ibid., Acts 1805, ch. 32, sec. 1.
- 12/ Ibid., Acts 1811, ch. 35, sec. 17.
- 13/ Ibid., Acts 1810, ch. 10, sec. 5.
- 14/ Ibid., Acts 1813, ch. 10, sec. 2.
- 15/ Ibid., Acts 1803, ch. 7, secs. 9-12, 14, 17, 20, 23.
- 16/ Ibid., Acts 1805, ch. 19, sec. 1.
- 17/ Ibid., Acts 1813-14, ch. 29, sec. 1-4.
- 18/ Ibid., Acts 1813-14, ch. 29, sec. 2. Acts 1814, ch. 14, sec. 3.
- 19/ Ibid., Acts 1803, ch. 7, sec. 22.
- 20/ Ibid., Acts 1811, ch. 37, sec. 4.
- 21/ Ibid., Acts 1813, ch. 8, secs. 25-26.
- 22/ Const., 1816, art. 5, sec. 8.
- 23/ Ibid., art. 11, sec. 10.
- 24/ Ibid., art. 4, sec. 25.
- 25/ Const. 1816, art. 12, sec. 4.
- 26/ Acts 1816-17, ch. 15, sec. 1.
- 27/ Ibid., ch. 17, secs. 1-2.
- 28/ Acts 1817-18, ch. 30, sec. 1.
- 29/ Rev. Laws 1824, ch. 15, secs. 1, 11, 16-17.
- 30/ Rev. Laws 1831, ch. 20, secs. 1, 12, 14.
- 31/ Ibid., ch. 102, sec. 1.
- 32/ Ibid., ch. 10, sec. 1.
- 33/ Ibid., ch. 56, sec. 6.
- 34/ Acts 1841, ch. 2, sec. 1.
- 35/ Ibid., ch. 3, sec. 1.
- 36/ Ibid., ch. 1, sec. 1.
- 37/ Ibid., ch. 1, sec. 18.
- 38/ Acts 1850, ch. 21, sec. 9.
- 39/ Kettleborough, Charles. Constitution Making in Indiana.  
Vol. 1, p. 222.
- 41/ Laws dealing with twenty subjects were excepted from the repeal, but they did not affect the governmental organization of the county.





## Governmental Organization and Records System

42/ 1 Rev. Stat. 1852, ch. 35, sec. 2; ch. 92, sec. 1;  
ch. 98, sec. 133.

43/ Const., art. 4, sec. 22.

44/ Snider, Clyde Frank. County and township government in  
Indiana. P. 4.

45/ Acts 1899; Burns 26-501; Baldwin 5365.

46/ Const., art. 6, sec. 2.

47/ For citations, see the legal status essays of those  
offices in Part B. of this inventory.

48/ Const., art. 6, sec. 3.

49/ Const., art. 6, sec. 10.

50/ 1 Rev. Stat. 1852, Acts 1929; Burns 26-301; Baldwin 5215.  
1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-320; Baldwin,  
1935 suppl., 5236. Acts 1919; Burns 36-301; Baldwin 2859.

51/ Acts 1899; Burns 26-501; Baldwin 5365.

52/ Acts 1899; Burns 26-515, 26-520; Baldwin 5379, 5384.  
Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5396.

53/ Acts 1873, ch. 25, sec. 2.

54/ Acts 1899; Burns 26-704; Baldwin 5938.

55/ Acts 1899, 1911, 1923; Burns 28-702; Baldwin 5931.

56/ Acts 1873, 1877; Burns 28-301; Baldwin 5983.

57/ Acts 1873, ch. 25, sec. 8.

58/ Acts 1873, 1877; Burns 28-301; Baldwin 5983.

59/ Acts 1891, 1909; Burns 35-108, 35-111; Baldwin 8402,  
8405.

60/ Acts 1891, ch. 99, sec. 112.

61/ Acts 1919; Burns 64-1102; Baldwin 15693.

62/ Acts 1931, 1933; Burns 6-2402; Baldwin 15946.

63/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696.

64/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin  
15700.

65/ Acts 1891, ch. 99, sec. 114.

66/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.

67/ Acts 1919; Burns 64-1205; Baldwin 15704.

68/ Acts 1907, ch. 222, sec. 6, Acts 1937; Burns, 1937 suppl.,  
61-629; Baldwin, 1937 suppl., 13844-50.

69/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl.,  
13844-57.

70/ Acts 1913, 1923, 1927, 1937; Burns 1937 suppl., 28-4911;  
Baldwin, 1937 suppl., 6457.

71/ Acts 1933; Burns 36-1101, 36-1110; Baldwin 8699, 8703.

72/ Acts 1932 (Spec. Sess.), ch. 10, sec. 4.

73/ Acts 1937; Burns, 1937 suppl., 64-310, 64-311; Baldwin,  
1937 suppl., 15837-4, 15897-5.

74/ Acts 1865, 1935, Burns, 1937 suppl., 28-209; Baldwin,  
1935 suppl., 6558.

75/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117;  
Baldwin, 1937 suppl., 14078-18.

76/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl.,  
52-1118, 52-1119; Baldwin, 1937 suppl., 14078-19, 14078-20.



## Governmental Organization and Records System

- 77/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 62-1120; Baldwin, 1937 suppl., 14078-81.
- 78/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.
- 79/ Acts 1889; Burns 29-1102; Baldwin 7100.
- 80/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.
- 81/ Acts 1905; Burns 29-1401; Baldwin 7380.
- 82/ Acts 1901; Burns 29-1405; Baldwin 7381.
- 83/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.
- 84/ Const., art. 7, sec. 9.
- 85/ Acts 1901; Burns 4-332; Baldwin, 1935 suppl., 1415-1.
- 86/ Const., art. 7, sec. 9; Acts 1881 (Spec. Sess.); Burns 4-301; Baldwin 1395.
- 87/ Const., art. 7, sec. 11. 2 Rev. Stat. 1852; Burns 49-2501.
- 88/ Const., art. 6, sec. 2. 2 Rev. Stat. 1852; Burns 49-2701; Baldwin 1427.
- 89/ Const., art. 7, sec. 8. Acts 1881 (Spec. Sess.); Burns 4-303; Baldwin 1397.
- 90/ Acts 1909; Burns 60-202, 60-224; Baldwin 13655, 13675.
- 91/ Acts 1877; Burns 26-634; Baldwin 5339.
- 92/ 2 Rev. Stat. 1852, Acts 1865; Burns 57-101 to 57-124; Baldwin 1163 to 1191. Acts 1881; Burns 57-208 to 57-210; Baldwin 1165 to 1167. Acts 1893; Burns 57-125, 57-211 to 57-214; Baldwin 1197, 1192 to 1195.
- 93/ Acts 1925, 1937; Burns, 1937 suppl., 53-330; Baldwin, 1937 suppl., 10287.
- 94/ Acts 1927; Burns 49-3207; Baldwin 14667.
- 95/ Acts 1925, 1937; Burns, 1937 suppl., 63-330; Baldwin, 1937 suppl., 10287.

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## Governmental Organization and Records System

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## HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

The Switzerland County Courthouse is situated on a public square in Vevay. It was built in 1862 of limestone brick, following the Colonial style of architecture, and is 97' in length, 52' 6" in width, and 45' in height. All the offices in the courthouse have wooden floors, plastered walls, and plastered ceilings, while the four vaults have stone floors, plastered walls, and plastered ceilings. Lighting and ventilation, both in the office and in the vaults, are satisfactory. The offices of the board of commissioners and the superintendent of schools, and the offices and vaults of the clerk, the recorder, the treasurer, and the auditor are on the first floor; the offices of the department of public welfare and the agricultural agent are on the second floor; and a storage room for records is in the attic.

## Board of Commissioners

An office, 18' by 16' by 12', on the east side of the first floor, is jointly occupied by the board of commissioners and the sheriff; none of the commissioners' records, however, are housed here. The 20' of wooden shelving carry 14' of volumes and 6' of unbound records in file boxes 6" deep, these comprising portions of the records of the sheriff and the auditor. Space for additional shelving is available in small quantities. Users of the records are poorly accommodated. Of the records of the board





## Housing, Care, and Accessibility of the Records

of commissioners, 1% is in the clerk's vault, 98% in the auditor's vault, and 1% in the storage room.

### County Council

All the records of the county council are in the auditor's vault.

### Clerk of the Circuit Court

The clerk occupies an office and a vault on the west side of the first floor, the former of which is 18' by 18' by 12', and the latter, 18' by 11' by 12'. In the office, 4' of volumes are arranged on a table, space being available for the installation of shelving. Three per cent of the clerk's records are in this room. The vault is equipped with wooden shelving, entirely occupied by 120' of volumes and 525' of unbound records in file boxes 10" deep; no space can be obtained for more shelving in this room, in which 95% of the clerk's records are kept. Poor accommodations for users of the records are provided in the vault, but those in the adjoining office are satisfactory. Portions of the circuit court records are kept both in the office and in the vault. Portions of the records of the board of commissioners and the registration officer and all the records of the coroner, the board of primary election commissioners, the board of canvassers, and the board of election commissioners are kept in the vault. The remainder of the clerk's records--2%-- are in



## Housing, Care, and Accessibility of the Records

the storage room.

## Recorder

The recorder's office and vault lie at the northwest corner of the first floor. Measuring 18' by 18' by 14', the office contains 1' of volumes, arranged on a desk, and 5' of unbound records in a filing cabinet. The vault, 18' by 9' by 14', contains 200' of volumes on shelves and 128' of unbound records in filing cabinets. Ample space for expansion is obtainable in both rooms, and users of the records are well accommodated. Four per cent of the recorder's records are in the office, and 96% in the vault. One volume of the recorder's records is in the storage room.

## Circuit Court

Two per cent of the circuit court records are in the clerk's office, 93% in the clerk's vault, 1% in the auditor's vault, and 4% in the storage room.

## Sheriff

The sheriff occupies an office jointly with the board of commissioners. Twenty-nine per cent of his records are in this office, which is described above; 28% are kept at his residence /For which no details have been obtained as yet/; and 43% are in the storage room.



## Housing, Care, and Accessibility of the Records

## Coroner

All the coroner's records are in the clerk's vault.

## Board of Review

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All the records of the board of review are in the auditor's vault.

## Board of Tax Adjustment

All the records of the board of tax adjustment are in the auditor's vault.

## Board of Finance

All the records of the board of finance are in the auditor's vault.

## School Fund Board

All the records of the school fund board are in the auditor's vault.

## Treasurer

The treasurer's office lies at the northeast corner of the first floor, opposite the recorder's office, and the treasurer's vault adjoins his office to the south. The office is 13' by 18' by 12', and the vault, is 18' by 11' by 12'.



## Housing, Care, and Accessibility of the Records

In the office are 8' of wooden shelving, completely occupied by volumes; space is available for additional shelving, when needed. In the vault are 90' of volumes and 100' of unbound records in file boxes 20" deep; approximately 11' of shelving are unoccupied as yet, and space for more shelving is readily obtainable. The office, which provides adequate accommodations for users, contains 33% of the treasurer's records; the vault, in which no accommodations are provided, contains 54%. The remaining 13% of the records are in the storage room.

## Auditor

No records are kept in the auditor's office, but in his vault, on the east side of the first floor, 18% of his records, together with those of several other bureaus, are kept. This room, whose dimensions are 18' by 12' by 11', houses 78' of volumes and 172' of unbound records in file boxes 10" deep. The present shelving is filled, and there is no space for more. Fairly adequate accommodations are furnished users of the records. Here are housed, in addition to the auditor's records, portions of the records of the board of commissioners, the circuit court, and the highway supervisor, and all the records of the county council, the board of review, the board of tax adjustment, the board of finance, and the school fund board. Fifteen per cent of the auditor's records are in the commissioner's office and 67% in the storage room.





## Housing, Care, and Accessibility of the Records

### Registration Officer

Of the registration officer's records, 97% are in the clerk's vault and 3% in the storage room.

### Board of Primary Election Commissioners

All the records of the board of primary election commissioners are in the clerk's vault.

### Board of Canvassers

All the records of the board of canvassers are in the clerk's vault.

### Board of Election Commissioners

All the records of the board of election commissioners are in the clerk's vault.

### Board of Education

All the records of the board of education are in the office of the superintendent of school.

### Superintendent of Schools

The superintendent of schools occupies an office, 14' by 14' by 12', on the west side of the first floor. One foot of bound volumes and 2' of unbound records in file boxes 5" deep are arranged on a table. All the records of the superintendent of



## Housing, Care, and Accessibility of the Records

schools and the board of education are in this room, in which users of the records can obtain adequate accommodations.

### Health Commissioners

The health commissioner's office is located at present at the residence of the incumbent, Dr. L. H. Bear, in Vovay. Ten feet of shelving in the room houses 10' of volumes; 2' of volumes are lying on a desk. All the health commissioner's records are kept here.

### Department of Public Welfare

At the southeast corner of the second floor of the courthouse, an office 16' square is used by the department of public welfare, and houses all the records of that department. These records consist of 1' of volumes on a desk and 5' of unbound records in filing cabinets. No additional equipment, either for the records or for their users, is needed here.

### Surveyor

All the surveyor's records are kept at the residence of the incumbent, Mr. Ralph Miller, near Vovay. The records comprise 1' of volumes. Housing condition here are satisfactory.



## Housing, Care, and Accessibility of the Records

### Highway Supervisor

Eight per cent of the highway supervisor's records are in the auditor's vault, and 92% in the storage room.

### Agricultural Agent

The agricultural agent's office is located in the courthouse at the northeast corner of the second floor. This office, which measures 16' by 14' by 12', houses, on 20' of shelving, 1' of volumes and 4' of unbound records in file boxes 12" deep--all the records of the agricultural agent. Accommodations provided for users of the records are fairly satisfactory.

### Storage Room

A room on the north side of the third floor is used for the storage of old records of many offices. Measuring 10' by 10' by 10', it has a wooden floor, plastered walls, and a plastered ceiling. These are in good condition; but its ventilation is poor, dust is present in sizeable quantities, and it has no artificial lighting. It is equipped with an inadequate amount of shelving--70'-- the excess of 130' of volumes and 50' of unbound records in file boxes 12" deep being stacked on the floor. There is space for more shelving, but not in sufficient amounts to care for the records already in the room. Housed here are 1% of the records of the board



## Housing, Care, and Accessibility of the Records

of commissioners, 2% of the clerk's records, 1 volume of the recorder's records, 4% of the records of the circuit court, 43% of the sheriff's records, 13% of the treasurer's records, 67% of the auditor's records, 3% of the registration officer's records, and 92% of the highway supervisor's records. Because of the crowded condition of the room, no accommodations for users of the records can be provided.





## 4. LIST OF ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

The Style Manual of the United States Government Printing Office is the authority followed herein.

Acts	<u>/Session/</u> Laws of the State of Indiana (commonly referred to by binder's title, Acts).
agr. agt.	agricultural agent, agricultural agent's
alph.	alphabetical, alphabetically
arr.	arranged
art.	article
assr.	assessor, assessor's
aud.	auditor, auditor's
Baldwin	BALDWIN, WILLIAM EDWARDS, editor. <u>Baldwin's Indiana Statutes Annotated 1934, complete in one volume, containing all general laws to January 1, 1934 together with annotations from decisions of the supreme and appellate courts. (Cleveland, Ohio. Banks-Baldwin Law Publishing Co., /1934/.)</u> With supplements May 1935 and May 1937. (The year is given in references only in citations to supplements. Numbers refer to sections which run in one continuous, consecutive series.)
bdl.	bundle
Bldg.	Building
bsmt.	basement
Burns	BURNS, HARRISON, editor. <u>Annotated Indiana Statutes containing all acts of a general and public nature in force September 1, 1933. (12 vols. Indianapolis, Ind. The Bobbs-Merrill Company, /c1933, c1934, c1935, c1937/.)</u> With supplement 1937 in pocket in cover of each volume. (The year is given in references only in citations to supplements. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns 1:iii-iv.)



## List of Abbreviations, Symbols, and Explanatory Notes

c	copyright (before date)
C. C.	County Courthouse
ch.	chapter
chron.	chronological, chronologically
clk.	clerk, clerk's
Const.	Constitution of Indiana (refers to present constitution unless date follows)
hdw.	handwritten
hlth. comr.	health commissioner, health commissioner's
<u>ibid.</u>	ibidem (same reference as that immediately foregoing)
Ind.	Indiana: Indiana Reports (when preceded by the volume number, reference is to the official state court reports.)
Laws Ind. Terr.	Laws of Indiana Territory, The: 1801-1809.
Laws N. W. Terr.	Laws of the Northwest Territory, The: 1788-1800.
mi.	mile
no., nos.	number, numbers
off.	office
p., pp.	page, pages
pros. atty.	prosecuting attorney, prosecuting attorney's
pt.	part
public. wfr.	public welfare
pvt.	private
rec.	record
recr.	recorder, recorder's
Rev. Laws	Revised Laws of Indiana



## List of Abbreviations, Symbols, and Explanatory Notes

Rev. Stat.	Revised Statutes of Indiana
rm.	room
sec.	section
shf.	sheriff, sheriff's
spe. sess.	special session
stat.	statutes
stg.	storage
suppl.	supplement
sur.	surveyor, surveyor's
supt.	superintendent, superintendent's
tr.	treasurer, treasurer's
twp.	township
U. S.	United States
vol., vols.	volume, volumes
--	current
'	foot, feet
"	inch, inches (omitted after dimensions in entries)
x	by

Other abbreviations in common use are occasionally used.

## Explanatory Notes

The inventory of the records of each bureau is preceded by an essay explaining its legal status and functions. As a comparative basis for the dates of the records, the inception date



## List of Abbreviations, Symbols, and Explanatory Notes

of each office may be taken as either the date of the organization of the county or, if the office was established later, the year of the act inaugurating it.

Entries are grouped under an outline classification, using headings and subheadings according to relative functions. Every entry has two parts or paragraphs: Title and description. Occasionally an entry may have a third (cross-reference) paragraph.

I. The title paragraph consists of:

Entry number. The entries are numbered consecutively.

Exact title (in capitals and small capitals) as it appears on the record.. Titles enclosed in brackets are supplied by The Historical Records Survey, if the volume or file bears no title. Supplementary titles (in capitals and lower-case letters), enclosed in brackets, are also supplied where it is necessary to explain the types of records more fully, or where the exact title borne by the record is incorrect or misleading.

Dates of the period covered by the record, showing inclusive beginning and ending dates by years only. In a divided year, the month and day are given unless unascertainable. A dash in place of an ending date denotes a continuous open record.

Quantity.

Markings, if a series or a part of a series. Where the entry consists of one unit, marked 1, the marking is omitted; if otherwise marked, except by dates, marking is given. If the marking is inconsistent or confusing, the notation "labeling varies" or "numbering varies" follows the quantity.





## List of Abbreviations, Symbols, and Explanatory Notes

Missing volumes.

Subtitles or variations in title.

II. The description consists of:

A complete description of the record, the contents, and its purpose, with a resume of the column headings or subjects treated.

Method of arrangement or indexing, if any.

Nature of recording. Modern records are almost exclusively in printed form, filled in by hand or typewriter as stated in entry.

Condition. If good or excellent, it is omitted.

Number of pages averaged for a series.

Size, in the order of height, width, and depth, averaged for a series, is given in inches; hence the inch sign is omitted.

Location. The place of custody (The room in which the records are located) is given in the entry, and refers to the courthouse unless another building is specified.

III. Cross-references are made to other entries:

For records which have related functions.

For records having earlier or later recordings under a different title or type of record.

For records on which supplementary information may be found in other entries.

Whenever an entry contains more than one type of record, all the data are given in a master entry under the actual title or under a complete title, if supplied, with reference to subordinate entries for each part. The subordinate entries consist of title, dates, and description only.



(Next entry 1, page 49)

## PART B. COUNTY OFFICES AND THEIR RECORDS

## I. BOARD OF COMMISSIONERS

The board of commissioners is a statutory body comprising three members 1/ elected for terms of three years. The county is divided into three districts from each of which one member is elected by the electorate of the entire county. 2/ Terms are so arranged that no two members take office in the same year. 3/

Switzerland County has had a board for doing county business since 1814, the date of its organization, under the authority of an Indiana Territory Act. Later it was composed of five justices of the peace, under the authority of an act of 1824 which constituted a board of justices of the peace the board for doing county business 4/ and conferred upon it the powers and duties originally conferred upon the board of commissioners of the several counties by act of 1817. 5/ An act of 1831 established the board of commissioners consisting of three elective members 6/ in its present form, and the revised statutes of 1852 confirmed it. 7/

The board is the administrative agency of the county and exercises all powers for the transaction of county business conferred by law. 8/ In 1899 the fiscal powers were vested exclusively in the county council, which was then created. 9/

The board of commissioners is a body corporate and politic by the name and style of "The Board of Commissioners of the County of Switzerland," and as such, and in such name, may sue and be sued,



## Board of Commissioners

possessing duties, rights, and powers incident to corporations. 10/  
It meets in regular sessions beginning on the first Monday of  
every month 11/ and in special sessions called for specifically  
stated business by the auditor, its clerk ex officio, 12/ or, in  
case of death or disqualification, by the clerk of the circuit  
court or recorder, respectively, 13/ Any two members constitute  
a quorum to do business. 14/

Its principal functions are: Control of county property,  
allowance of claims against the county, auditing accounts of all  
officers handling county money, 15/ and exercise of the right of  
eminent domain. 16/ Other powers, in specific instances, have been  
conferred upon the board by the legislature: Letting of contracts  
for county buildings; 17/ purchase of materials and supplies; 18/  
supervision of maintenance of roads, bridges, and culverts; 19/  
preparation of the annual budget estimates; 20/ abolition or  
change of township or precinct boundary lines; 21/ establishment  
and maintenance of libraries 22/ and hospitals; 23/ authorization  
of payment of bounties; offering of rewards; 24/ and authorization  
of subscription to and preservation of public newspapers printed  
in the county. 25/

Besides its administrative functions, the board sits as a  
court in the trial of causes concerning county business. For the  
transaction of business it adopts its own regulations, but for  
court sessions it must comply, so far as practicable, with the  
rules for conducting business in the circuit court. 26/ Appeals



Board of Commissioners

(Next entry 1, page 49)

from its decisions can be taken to the circuit court pursuant to statute. 27/

The commissioners, by virtue of their office, were constituted a board of turnpike directors by an act of 1879, for the management and control of all free turnpikes in the county. Each director had personal supervision of his district. The powers of the board were to appoint suitable persons to supervise the work of repairs, contract for labor materials, and enter upon lands to take gravel, giving certificates in payment. The board appointed its clerk, 28/ until an act of 1905 made the auditor ex officio the clerk. 29/ This board was abolished in 1913, and the highways were placed in charge of a superintendent of highways appointed by the commissioners. 30/ This office was likewise abolished twenty years later. The supervision of highways became a duty of the surveyor, 31/ unless the commissioners appoint a highway supervisor. 32/

The auditor, as clerk of the board of commissioners, attends its meetings, keeps a record of the proceedings, and preserves all the books and papers touching the business of the county in his office. 33/

All the records are located in the courthouse.

- 
- 1/ 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; Baldwin 5215.
  - 2/ 1 Rev. Stat. 1852; Burns 26-602; Baldwin 5216.
  - 3/ Acts 1855; Burns 26-604; Baldwin 5218.
  - 4/ Rev. Laws 1824, ch. 15, sec. 1, 11, 16-17.
  - 5/ Acts 1817, ch. 15, sec. 1.





## Board of Commissioners--Court Proceedings and Reports (1)

- 6/ Rev. Laws 1851, ch. 20, sec. 1.
- 7/ 1 Rev. Stat. 1852, ch. 20, sec. 1.
- 8/ Acts 1817, ch. 15, sec. 1. Const., art. 6, sec. 16. 1 Rev. Stat. 1852, ch. 20, sec. 13.
- 9/ Acts 1899; Burns 26-501, 26-515; Baldwin 5365, 5379. Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5396.
- 10/ 1 Rev. Stat. 1852; Burns 26-606; Baldwin 5220.
- 11/ Acts 1899; Burns 26-550; Baldwin 5221.
- 12/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418. Acts 1899; Burns 26-610; Baldwin 5223.
- 13/ Acts 1863; Burns 26-607; Baldwin 5222.
- 14/ 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; Baldwin 5215.
- 15/ 1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-620; Baldwin, 1935 suppl., 5236.
- 16/ Acts 1899; Burns 26-2101 to 26-2106; Baldwin 5109 to 5114. Acts 1919; Burns 36-303; Baldwin 8361. Acts 1935; Burns, 1937 suppl., 36-711; Baldwin, 1935 suppl., 8861-1. Acts 1937; Burns, 1937 suppl., 26-640; Baldwin, 1937 suppl., 5236-1.
- 17/ Acts 1907; Burns 26-2002, 26-2004; Baldwin 5101, 5103.
- 18/ Acts 1899; Burns 26-535; Baldwin 5400. Acts 1899, 1903, 1935; Burns 26-536; Baldwin 5401.
- 19/ Acts 1919; Burns 36-301; Baldwin 8359.
- 20/ Acts 1899; Burns 26-516, 26-519; Baldwin 5380, 5383.
- 21/ Acts 1859; Burns 26-701; Baldwin 16055. Acts 1919; Burns 26-705; Baldwin 16059.
- 22/ 1 Rev. Stat. 1852; Burns 41-501. Acts 1917, 1921, 1927; Burns 41-310; Baldwin 10321.
- 23/ Acts 1903; Burns 22-3201; Baldwin 4507.
- 24/ 1 Rev. Stat. 1852, Acts 1875, 1883, 1899, 1911; Burns 26-1101 to 26-1106; Baldwin 3802, 5288 to 5290, 5293, 5294.
- 25/ 1 Rev. Stat. 1852; Burns 26-626; Baldwin 5285.
- 26/ 1 Rev. Stat. 1852; Burns 26-617; Baldwin 5285.
- 27/ 1 Rev. Stat. 1852; Burns 26-901; Baldwin 5277. Acts 1879 (Spec. Sess.), 1885; Burns 26-320; Baldwin 5275.
- 28/ Acts 1879 (Spec. Sess.), ch. 115, sec. 1.
- 29/ Acts 1905, ch. 167, sec. 85.
- 30/ Acts 1913, ch. 330, sec. 1.
- 31/ Acts 1933; Burns 36-1101; Baldwin 8699.
- 32/ Acts 1933; Burns 36-1110; Baldwin 8708.
- 33/ 1 Rev. Stat. 1852; Burns 26-611, 26-620, 49-3004; Baldwin 5226, 5232, 5418.

## Court Proceedings and Reports

1. COMMISSIONERS' RECORD, 1884--. 20 vols. (A-T).

Minutes of board meetings for consideration of and action on  
 budgets, contracts for road, bridge, ditch, and building



## Board of Commissioners -Bond Issues

(2-4)

construction; maintenance and repair; and all other county business; showing date and place of meeting; subjects discussed; action taken on bids, petitions, proposals, contracts, and claims; and dispositions. Indexed alph. by names of subjects. Typed. 500 pp. 18 x 13 x 3. Aud. vt.

## 2. PERPETUATED TESTIMONY, 1813-46. 1 vol.

Record of testimonies to establish titles to lands, showing date; names of witnesses and justice of peace; location, description, and acreage of property; and amount of fees. Indexed alph. by names of witnesses. Hdw. 300 pp. 13 x 8 x 1. Clk. vt.

## Bond Issues

## 3. COUPONS AND BONDS, 1878--. 50 file boxes.

Files of original county bonds and coupons redeemed, showing kind of bond; dates of issue, redemption, and maturity; amount of principal; rate of interest; name of purchaser; and coupon and warrant numbers. No index. 4 x 7 x 11. Aud. vt.

## Bids

## 4. BIDDER'S RECORD, 1935--. 1 vol.

Record of bids received on supplies for county projects, showing dates of advertising and opening of bids; description and location of project; materials required and offered; name of successful bidder; description, quantity, and unit price of materials; requisition number; purchase order; and date of delivery. No index. Hdw. 320 pp. 14 x 14 x 2. Aud. vt.



## Claims and Allowances

## 5. CLAIM AND ALLOWANCE RECORD, 1912--. 3 vols. (1-3).

Record of claims presented to and allowed by commissioners' court, showing number, kind, purpose, and amount of claim; date filed; name, address, and business of claimant; date and amount of allowance; fund debited; warrant number; and remarks. No index. Hdw. 640 pp. 16 x 12 x 3. 1 vol., 1912-16, Aud. stg. rm.; 2 vols., 1916--, Aud. vt.

## 6. STATE INSTITUTIONS, 1878--. 10 file boxes.

Itemized statements of supplies for inmates in state institutions, showing date, names of inmates and institution, nature of supplies, and costs charged to county by state. No index. 4 x 7 x 11. Aud. vt.

## 7. COUNTY POOR ASYLUMS, 1904--. 50 file boxes.

Requisitions for supplies for county asylums, showing date and number of requisition, name of vendor, quantity of supplies, and total costs. No index. 4 x 7 x 11. Aud. vt.

## 8. OLD AGE PENSION RECORD, 1933--. 1 vol.

Record of applications for old age pensions, showing name, address, birthplace, age, and marital status of applicant; name and age of children, if any; date of application; and action taken. Indexed alph. by names of applicants. Hdw. 600 pp. 18 x 13 x 3. Aud. vt.

For other old age pension records, see entry 201.



## 9. SOLDIER'S BURIAL RECORD, 1890-96. 1 vol.

Burial record of deceased soldiers, sailors, and marines, showing name, age, birthplace, last address, military record and history, and burial place of deceased. No index. Hdw. 125 pp. 16 x 11 x 1. Aud. vt.

For other military records, see entries 39, 65, 69.





## II. COUNTY COUNCIL

In 1899 the legislature created "The Switzerland County Council". This council consists of seven members who are elected for terms of four years and must be qualified voters and resident freeholders of the county. One member is elected from each of four councilmanic districts by the voters of the district, and three members are elected by the voters of the county at large. 2/ The council elects its president from its membership, and the auditor serves as clerk. 3/ The sheriff is required to execute the orders of the council. 4/

The regular annual meeting of the council is held on the first Tuesday after the first Monday of September for the purposes of fixing the tax rate, imposing the tax levy, and making appropriations, and continues from day to day until its business is completed. Special meetings may be called by the auditor or a majority of the members. 5/ All sessions must be public. 6/ Although a majority of the council constitutes a quorum, the passage of ordinances requires a majority of all members, 7/ and extraordinary majorities are required by law in certain instances: A three-fourths vote to increase or insert an item in the budget estimates submitted by the county agencies through the auditor; 8/ a two-thirds vote of all members to make additional appropriations at special meetings. 9/

The power of fixing the tax rate for county purposes and for all purposes where it is not fixed by law and is required to be uniform throughout the county, is vested exclusively in the council, likewise the power of making appropriation of money to be paid out of the



county treasury. 10/ The council passes on all budget estimates submitted by county officials 11/ and makes emergency appropriations. 12/

The council has exclusive power to authorize the borrowing of money for the county and the issuing of bonds. 13/ No sale or purchase by the county of real estate of the value of \$1,000 or more can be made without authorization by the council. 14/

The auditor, as clerk of the council, keeps a journal of its proceedings, and also keeps and preserves in his office its files and papers. 15/

The records are located in the auditor's vault in the courthouse.

1/ Acts 1899; Burns 26-501; Baldwin 5365.

2/ Acts 1899; Burns 26-502; 26-504; Baldwin 5366, 5368. Acts 1907; Burns 26-505; Baldwin 5369.

3/ Acts 1899, 1931; Burns 26-507; Baldwin 5371. Acts 1899; Burns 26-509; Baldwin 5373.

4/ Acts 1899; Burns 26-510; Baldwin 5374.

5/ Acts 1899, 1931; Burns 26-507; Baldwin 5371.

6/ Acts 1899; Burns 26-508; Baldwin 5372.

7/ Acts 1899; Burns 26-511; Baldwin 5375.

8/ Acts 1899; Burns 26-520; Baldwin 5384.

9/ Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521; Baldwin, 1937 suppl., 5385.

10/ Acts 1899; Burns 26-515, 26-520; Baldwin 5379, 5384.

11/ Acts 1899; Burns 26-520; Baldwin 5384.

12/ Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521; Baldwin, 1937 suppl., 5385.

13/ Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5396.

14/ Acts 1899; Burns 26-534; Baldwin 5399.

15/ Acts 1899; Burns 26-509; Baldwin 5373.

# 10. COUNTY COUNCIL RECORD, 1899--. 2 vols. (1-2).

Minutes of council meetings, showing date, names of members, nature of business transacted, proceedings, and disposition. Arr. chron.

Typed. 600 pp. 18 x 13 x 3.



(Next entry 11, page 57)

## III. CLERK OF THE CIRCUIT COURT

The clerk of the circuit court, commonly referred to as "county clerk", is a constitutional officer, elected for a four-year term. No person is eligible to the office of clerk of the circuit court for more than eight years in any twelve-year period. 1/ The clerk is required to give bond in the amount fixed by the board of commissioners. 2/

Prior to the Constitution of 1851, the office of clerk of the circuit court was established under the authority of the Constitution of 1816. 3/

The clerk of the circuit court is required to draw up a record of the proceedings of the court daily, 4/ to administer all oaths, 5/ and to receive payments for all judgments of record in his office. 6/

In addition to his court duties, numerous other duties are imposed upon the clerk by statute. He serves ex officio as registration officer for the county 7/ and as a member and clerk of the county election boards. 8/

Other important duties of the clerk are the issuance of marriage licenses; 9/ professional licenses, such as physicians', 10/ dentists', 11/ and optometrists'; 12/ hunting, trapping, and fishing licenses; 13/ and business licenses, such as poultry dealers' 14/ and junk dealers'. 15/ He approves, files, and keeps a record of the bonds of county and township officers, unless other provision is made by law, 16/ and of notaries: 17/ and registers



Clerk of the Circuit Court

(Next entry 11, page 57)

the certificates of trained nurses. 18/

The clerk is required to preserve in his office all records and writings appertaining to his official duties, to indorse the time of filing of all papers, and in addition to these records, to keep all necessary judges', appearance, bar, judgment, and execution dockets; order and final record books; a complete record of all causes involving title to land including a lis pendens record, of all criminal causes for felony, and of all other cases upon request; 19/ a cash book; 20/ and a fee register. 21/ He records certificates of firms and partnerships doing business under any name, designation, or title other than the real names of their members. 22/

All the records are located in the courthouse.

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1/ Const., art. 6, sec. 2. 2 Rev. Stat. 1852; Burns 49-2701; Baldwin 1427.

2/ Acts 1875; Burns 49-2703, 49-2704; Baldwin 1430, 1430, 1431.

3/ Const. 1816, art. 5, sec. 8.

4/ 2 Rev. Stat. 1852, Acts 1885, 1933; Burns 4-324; Baldwin 1413.

5/ 2 Rev. Stat. 1852; Burns 49-2708; Baldwin 1435.

6/ Acts 1875; Burns 49-2719; Baldwin 1438.

7/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.

8/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377. Acts 1915, 1917; Burns 29-504; Baldwin 7190. Acts 1899; Burns 29-1002; Baldwin 7109.

9/ Acts 1852; Burns 44-201; Baldwin 5622.

10/ Acts 1897; Burns 63-1303; Baldwin 10705.

11/ Acts 1913, 1931, 1935; Burns, 1937 suppl., 63-504; Baldwin, 1935 suppl., 5589.

12/ Acts 1907, 1935; Burns, 1937 suppl., 63-1011; Baldwin, 1935 suppl., 13182.

13/ Acts 1937; Burns, 1937 suppl., 11-1403; Baldwin, 1937 suppl., 8229-3.







## Clerk of the Circuit Court--Official Bonds

(11-13)

14/ Acts 1917, 1929, 1932 (Spc. Sess.); Burns 42-802; Baldwin 10486.

15/ Acts 1905; Burns 42-703; Baldwin 10462.

16/ 1 Rev. Stat. 1852; Burns 49-105; Baldwin 13063. Acts 1857; Burns 49-124; Baldwin 13077. 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433.

17/ 1 Rev. Stat. 1852, Acts 1855; Burns 49-3503; Baldwin 13016.

18/ Acts 1905, 1913, 1931; Burns 63-903; Baldwin 13036.

19/ 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433. Acts 1881 (Spc. Sess.); Burns 2-813, 2-3314; Baldwin 94, 524.

20/ Acts 1879 (Spc. Sess.); Burns 49-2722; Baldwin 1442. Acts 1937; Burns, 1937 suppl., 61-623; Baldwin, 1937 suppl., 13844-44.

21/ Acts 1879 (Spc. Sess.); Burns 49-2723; Baldwin 1443.

22/ Acts 1909; Burns 50-201, 50-202; Baldwin 13210, 13211.

## Official Bonds

County

11. RECORD OF OFFICIAL BONDS, 1854--. 2 vols. (1-2).

Record of bonds posted by county officials, showing name, address, and title of official; tenure of office; date, term, amount, and conditions of bond; and name of surety. Indexed alph. by names of officials. Hdw. 584 pp. 18 x 13 x 3. Clk. vt.

Township

12. RECORD OF JUSTICE'S BONDS, 1875-1919. 1 vol.

Record of surety bonds of justices of the peace, showing date, number, term, amount, and conditions of bond; and names of the justice of the peace and surety. Indexed alph. by names of justices of the peace. Hdw. 225 pp. 17 x 11 x 1 $\frac{1}{2}$ . Clk. vt.

13. RECORD OF CONSTABLES' BONDS, 1875-1914. 2 vols. (2-3).

1 vol., prior to 1875; missing.



Clerk of the Circuit Court--Licenses

(14-16)

Record of constables' bonds, showing date, number, term, amount, and conditions of bond; and names of constable and surety. Indexed alph. by names of constables. Hdw. 250 pp. 16 x 11 x  $1\frac{1}{2}$ .  
Aud. vt.

### Miscellaneous

#### 14. NOTARIAL BONDS, 1884--. 2 vols. (1-2).

Record of bonds posted by notaries public, showing date, term, number, amount, and conditions of bond; and names of notary and surety. Indexed alph. by names of notaries public. Hdw. 400 pp. 16 x 12 x  $2\frac{1}{4}$ . Clk. vt.

### Licenses

### Marriage (see also entry 193)

#### 15. APPLICATION FOR MARRIAGE LICENSE, 1830--. 50 file boxes.

Original applications for licenses to marry, showing number and date of application; names, present and future addresses, personal descriptions, and brief family histories of bride and groom; and signature of clerk. No index. 10 x 7 x 4. Clk. vt.

#### 16. RECORD OF APPLICATIONS FOR MARRIAGE LICENSE, 1905-34. 6 vols. (1-6).

Record of applications for marriage licenses, showing date; names of applicants and parents; and residences, ages, color, occupations, birthplaces, and race of bride and groom. Indexed



Clerk of the Circuit Court--Licenses

(17-20)

alph. by names of applicants. Hdw. 600 pp. 18 x 12 x 3. Clk. vt.

17. MARRIAGE LICENSE AFFIDAVITS, 1890-98. 1 vol.

Record of affidavits to obtain marriage licenses, showing date; names of applicants, parents, and witnesses; addresses, ages, and birthplaces of bride and groom; and parents' permit. Indexed alph. by names of bridegrooms. Hdw. 150 pp. 15 x 9 x  $1\frac{1}{4}$ . Clk. stg. rm.

18. MARRIAGE RECORD, 1814--. 16 vols. (1-9, and 7 vols. not numbered).

Record of marriage licenses, showing date; names of applicants, parents, and witnesses; residences, ages, color, races, occupations, and birthplaces of bride and groom. Indexed alph. by names of bridegrooms. Hdw. 600 pp. 18 x 13 x 3. Clk. vt.

Professional

19. RECORD OF PHYSICIAN'S LICENSE, 1885-1928. 2 vols.

Record of physician's certificates to practice, showing date of license, name and address of physician, college attended, and date of diploma. Indexed alph. by names of physicians. Hdw. 250 pp. 18 x 12 x  $1\frac{1}{2}$ . Clk. vt.

20. PHYSICIAN'S LICENSE, 1897--. 50 file boxes.

Physician's licenses and certificates, showing date, name and address of physician, and date of diploma. No index. 10 x 7 x 4. Clk. vt.



## 21. RECORD DENTIST'S CERTIFICATE (LICENSES), 1914-33. 1 vol.

Record of dentist's certificates and licenses, showing date and number of license; name, address, age, and birthplace of applicant; and date license expires. Indexed alph. by names of applicants. Hdw. 115 pp. 16 x 11 x  $\frac{1}{4}$ . Clk. vt.

Business

## 22. JUNK DEALERS' APPLICATIONS, 1905--. 5 file boxes.

Applications for junk dealer license, showing date, name and address of applicant, and firm name. No index. 10 x 7 x 4. Clk. off.

## 23. RECORD OF JUNK DEALER'S LICENSE, 1905--. 1 vol.

Record of applications for junk dealer's license, showing date, name of applicant, and name and location of firm. Indexed alph. by names of applicants. Hdw. 120 pp. 9 x 14 x 1. Clk. vt.

## 24. POULTRY DEALER'S LICENSE, 1917--. 50 file boxes.

Applications for poultry dealer's license, showing date, name and address of applicant, and name and location of firm. No index. 10 x 7 x 4. Clk. vt.

## 25. RECORD OF POULTRY DEALERS' LICENSES, 1917--. 1 vol.

Record of applications for license<sup>to</sup> to deal in poultry, showing date, name of applicant, and name and location of firm. Indexed alph. by names of applicants. Hdw. 500 pp. 13 x 6 x  $2\frac{1}{4}$ . Clk. vt.





## 26. RECORD OF APPLICATIONS FOR SIRE'S LICENSE, 1889-1917.

1 vol. .

Record of applications for sire's license, showing date; name of applicant; <sup>and</sup> date of birth, description, pedigree, and name of sire. <sup>^</sup>  
 Indexed alph. by names of owner. Hdw. 600 pp. 18 x 13 x 3. Clk. vt.

## Certificates

Business

## 27. REGISTER OF INSURANCE CERTIFICATES, 1875--. 1 vol.

Register of insurance certificates, showing date filed, name and address of agent, company name, and nature of insurance. Indexed alph. by names of agents. Hdw. 250 pp. 15 x 11 x 2. Clk. vt.

## 28. INSURANCE CERTIFICATE, 1886--. 25 file boxes.

Insurance certificates, showing date, names of agent and company, office location, and financial statement. No index. 10 x 7 x 4. Clk. vt.

## 29. PATENT RIGHT PAPERS, 1870--. 5 boxes.

Patent right papers, showing date; name, residence, occupation, and age of patentee; name and number of patent; and name of witness. No index. 10 x 7 x 4. Clk. vt.

## 30. FIREARMS PERMIT, 1880--. 5 boxes.

Permits to carry firearms, showing dates filed and received, name and address of applicant, names of freeholder and manufacturer,



Clerk of the Circuit Court--Registers

(31-35)

description of firearm, and court certificate. No index. 10 x 7 x 4. Clk. vt.

31. ALCOHOL LIQUOR PERMITS, 1932--. 5 file boxes.

Permits for alcohol, showing date, name and address of applicant, and nature of business. No index. 10 x 7 x 4. Clk. vt.

### Registers

32. RECEIPTS FOR PAPERS, 1852--. 5 vols. (1-5).

Record of receipts for legal papers removed from clerk's office, showing dates removed and returned, name and address of recipient, and purpose of removal. Arr. chron. Hdw. 200 pp. 14 x 9 x  $1\frac{1}{2}$ . 3 vols., 1852-96, stg. rm.; 2 vols., 1896--., Clk. off.

33. REGISTER OF FIRMS OR PARTNERSHIPS, 1919--. 1 vol.

Record of firms and partnerships doing business under names other than their own, showing date, name and address of firm or partnership, and nature of business. Indexed alph. by names of firms. Hdw. 100 pp. 14 x 10 x  $1\frac{1}{2}$ . Clk. vt.

34. REGISTER OF ATTORNEYS, 1834--. 1 vol.

Register of attorneys practicing in county, showing date, names of attorney and court, term, and date of admission. No index. Hdw. 150 pp. 18 x 12 x 1. Clk. vt.

35. POWER ATTORNEY RECORDS, 1892-1934. 1 vol.

Record of appointments granted as powers of attorney, showing date of grant; names of principal, agent, and attorney; powers and particular performances granted; tenure; causes for revocation;



recital; and business address of appointee. Indexed alph. by names of appointees. Hdw. 300 pp. 16 x 12 x 3. Clk. vt.

36. PATENT RIGHT RECORD, 1870--. 1 vol.

Record of applications for patent rights, showing date of application, name and residence of applicant, and description of device. Indexed alph. by names of applicants. Hdw. 260 pp. 16 x 11 x 1 $\frac{1}{2}$ . Clk. vt.

37. ESTRAY RECORD, 1846-82. 2 vols. Discontinued 1882.

Record of estrayed animals, showing date; description and appraised value of animal; names of owner, finder, and appraiser; and amount of loss. No index. Hdw. 600 pp. 18 x 13 x 3. 1 vol., 1846-58, stg. rm.; 1 vol., 1858-82, Clk. vt.

38. NEGRO REGISTER, 1852-53. 1 vol.

Register of Negroes, showing date of registration; and name, age, sex, and address of Negro. Indexed alph. by names of Negroes. Hdw. 350 pp. 16 x 11 x 1 $\frac{1}{4}$ . Clk. vt.

Military Records  
(See also entries 9, 65, 69)

39. SOLDIERS' ENUMERATION, 1830--. 25 file boxes.

Papers of soldiers' enumeration for Civil, Spanish-American, and World Wars, showing dates of enlistment and discharge; and name, address, date of birth, occupation, and military history of soldier. No index. 10 x 7 x 4. Clk. vt.



## IV. RECORDER

The recorder is a constitutional officer elected for a four-year term. No person is eligible to hold the office of recorder for more than eight years in any twelve-year period. The recorder is required to post bond in the amount of four thousand dollars. 1/

Prior to the Constitution of 1851, the office of recorder was established at the organization of Switzerland County in 1814, under the authority of an Indiana Territorial Act and later of the Constitution of 1816 and an act of 1818 which provided for the election of a recorder in any new county formed. 2/

The title of this officer describes his functions--to make and preserve a public record of legal documents which by law he is bound to record, for both county officials and private persons. 3/ Of the many kinds of instruments recorded the more important are: Deeds and mortgages; 4/ chattel mortgages; 5/ satisfactions, cancellations, and assignments of any kind; 6/ releases; 7/ mechanic's liens; 8/ leases; 9/ articles of incorporation; 10/ certificates of admission for foreign corporations to do business in Indiana; 11/ cemetery deeds; 12/ and articles of cemetery associations. 13/ He also registers farm names. 14/

The forms and methods to be used by the recorder are described in detail in the statutes. He keeps an entry book in which he enters, as filed, all instruments delivered to him for recording, noting day and hour received, which time is the legal date of recording. 15/ In addition to the records enumerated above, he keeps a fee book and a cashbook, and enters therein, as received, all





## Recorder--Deeds, Titles and Grants

(40)

money received in his office. 16/ He is required to index his records, both in each volume and in complete or general indexes. 17/

All the records are located in the courthouse.

- 1/ Const., art. 6, sec. 2. 1 Rev. Stat. 1852, Acts 1901; Burns 49-3201; Baldwin 5469.
- 2/ Const. 1816, art. 11, sec. 10. Acts 1816-17, ch. 2, sec. 2.
- 3/ 1 Rev. Stat. 1852, Acts 1925; Burns 49-3205; Baldwin 5470.
- 4/ 1 Rev. Stat. 1852; Burns 49-3210; Baldwin 5475.
- 5/ Acts 1935; Burns, 1937 suppl., 51-510; Baldwin, 1935 suppl., 13227-10. Acts 1935, 1937; Burns, 1937 suppl., 51-515; Baldwin, 1937 suppl., 13227-15.
- 6/ Acts 1905; Burns 49-3203; Baldwin 5472. Acts 1935; Burns, 1937 suppl., 51-511; Baldwin, 1935 suppl., 13227-11.
- 7/ 2 Rev. Stat. 1852; Burns 56-708; Baldwin 992. Acts 1935; Burns, 1937 suppl., 51-511; Baldwin, 1935 suppl., 13227-11.
- 8/ Acts 1909; Burns 43-704; Baldwin 10508.
- 9/ 1 Rev. Stat. 1852, Acts 1875, 1913, 1921, 1923; Burns 56-119; Baldwin 14671.
- 10/ Acts 1929; Burns 25-219; Baldwin 4919. Acts 1935; Burns, 1937 suppl., 25-527; Baldwin, 1935 suppl., 4989-21.
- 11/ Acts 1929; Burns 25-305; Baldwin 4963. Acts 1935; Burns, 1937 suppl., 25-527; Baldwin, 1935 suppl., 4989-21.
- 12/ Acts 1925; Burns 21-223; Baldwin 4648.
- 13/ 1 Rev. Stat. 1852; Burns 25-1520; Baldwin 10599.
- 14/ Acts 1913; Burns 49-3226; Baldwin 5486.
- 15/ 1 Rev. Stat. 1852; Burns 49-3211; Baldwin 14665. 1 Rev. Stat. 1852, Acts 1925; Burns 49-3205; Baldwin 5470.
- 16/ Acts 1895; Burns 49-1401; Baldwin 7576.
- 17/ 1 Rev. Stat. 1852; Burns 49-3209, 49-3217, 49-3218; Baldwin 5471, 5481, 5482. 1 Rev. Stat. 1852. Acts 1855; Burns 49-3216; Baldwin 5480.

## Deeds, Titles, and Grants

40. ENTRY OF DEEDS, 1815--. 4 vols. (1-3, AL). Title varies:

## Entry Book.

Record of entry of deeds, showing date acknowledged, names of grantor and grantee, description, and location of property granted,



## Recorder--Deeds, Titles, and Grants

(41-44)

kind of deed, considerations, terms, and covenants recited. No index. Hdw. 500 pp. 18 x 13 x 3. Recr. vt.

41. DEED RECORD, 1815--. 58 vols. (A-Z, 1-32).

Record of deeds, showing date recorded; names of grantees, grantor, town and township, section, and range; description and location of property granted; deed number; and amount of consideration.

1815-73, no index; 1873--., indexed alph. by names of grantees and grantors. 1815-1923, hdw.; 1923--., typed. 500 pp. 18 x 13 x 3.

Recr. vt.

42. GENERAL INDEX OF DEEDS, 1816--. 14 vols. (A-F, and 8 vols. not labeled).

General index to deed record, showing date, names of grantee and grantor, legal description, amount of consideration, and book and page numbers. Arr. alph. by names of grantees and grantors. Hdw. 500 pp. 18 x 13 x 3. Recr. off.

43. WARRANTY DEED, 1857--. 250 bundles.

Copies of warranty deeds, showing date; time recorded; names of grantee, grantor, <sup>and</sup> witness; location and description of property; assessment for taxes; and amount of consideration. No index.

7 x 3 x 1/8. Recr. vt.

For prior records, see entry 41.

44. DEED ON DECREE, 1867--. 225 bundles.

Sheriff's deeds issued in execution of judgments, showing date, names of plaintiff and judgment debtor, location and description



## Recorder--Deeds, Titles, and Grants

(44-48)

of property, amount of judgment decree, amount recovered, covenants and conveyances, and volume and page numbers of record. No index. Condition fair. 7 x 3 x 1/8.

For prior records, see entry 41.

45. SHERIFF'S DEED RECORD, 1858--. 3 vols. (1-3).

Record of deeds issued in sale of property by foreclosure proceedings, showing dates of judgment, foreclosure, and sale; names of plaintiff, judgment debtor, and purchaser; location and description of property; amount of judgment; amount recovered; type and conditions of deed; and decree of court. Indexed alph. by names of owners. Hdw. 500 pp. 18 x 13 x 3. Recr. vt.

46. COUNTY CEMETERY RECORD, 1925--. 1 vol.

Record of cemetery lots purchased, showing date, number of lot, names of purchaser, location, and cost. Indexed alph. by names of purchasers. 1925-27, typed; 1927--, hdw. 500 pp. 18 x 13 x 3. Recr. vt.

47. RECORD OF TAX TITLE DEEDS, 1870--. 2 vols. (1-2).

Record of tax title deeds issued to purchasers of property sold to satisfy delinquent taxes, showing date, names of owner and purchaser, location and description of property, type, amount of delinquent taxes and interest, and amount recovered. No index. Hdw. 300 pp. 18 x 12 x 2 1/4. Recr. vt.

48. LAND GRANTS, 1831-36. 2 vols. 1820-30, missing.

Record of land granted to settlers by the Federal Government, showing date, name of settler, location and description,



## Recorder--Mortgages and Releases

(49-51)

and number of acres. No index. Hdw. 8 pp. 11 x 17 x  $\frac{1}{2}$ .

## Mortgages and Releases

Real Estate

## 49. ENTRY BOOK OF MORTGAGES, 1858--. 2 vols. (1-2).

Record of mortgages, showing date recorded, names of mortgagee and mortgagor, and type and number of mortgage. Indexed alph. by names of mortgagors. Hdw. 500 pp. 18 x 13 x 3. Recr. vt.

## 50. MORTGAGE RECORD, 1859--. 26 vols. (A-Z).

Record of real estate mortgages, showing date recorded, names of mortgagee and mortgagor, location and description of property, amount of consideration, terms, interest, agreements, provisions, maturity, satisfaction, and release. Indexed alph. by names of mortgagors. 1859-1931, hdw.; 1931--, typed. 400 pp. 18 x 13 x 3. Recr. vt.

## 51. GENERAL INDEX TO MORTGAGE RECORDS, 1816--. 12 vols.

(A-F, A-F).

General index to mortgage records, showing date, names of grantee and grantor, description of property, number of acres, and amount. Arr. alph. by names of grantees and grantors. Hdw. 500 pp. 17 x 13 x 3. Recr. off.





## 52. MORTGAGE, 1859--. 250 bundles.

Original mortgages recorded but uncalled for, showing date and time of filing and recording; names of mortgagee, mortgagor, and witness; amounts of mortgage, interest, and fees; and book and page numbers. No index. 7 x 3 x 1/8. Recr. vt.

## 53. UNITED STATES MORTGAGES, 1931-35. 2 vols. (1-2).

Record of mortgages filed by the Federal Land Bank and Farm Credit Administration, showing date, names of mortgagee and mortgagor, location, description, consideration, amount, and maturity. Indexed alph. by names of mortgagor. Hdw. 500 pp. 18 x 13 x 3. Recr. vt.

Chattels

## 54. CHATTEL MORTGAGE MINUTE BOOK, 1935--. 1 vol.

Record of chattel mortgages, showing dates instrument filed, due, and released; number; names of mortgagee and mortgagor; location and description of property; and amount. Indexed alph. by names of mortgagors. Hdw. 550 pp. 18 x 13 x 3. Recr. vt.

## 55. CHATTEL MORTGAGE RECORD, 1883--. 20 vols. (A-T).

Record of chattel mortgages, showing date; names of mortgagee and mortgagor; and location, description, amount, and maturity of chattel. Indexed alph. by names of mortgagors. 1883-1922, hdw.; 1922--, typed. 600 pp. 18 x 13 x 3. Recr. vt.



## Recorder--Mortgages and Releases

(56-59)

## 56. GENERAL INDEX OF CHATTEL MORTGAGES, 1935--. 1 vol.

General index to chattel mortgages, showing dates instrument filed and released, number, names of mortgagee and mortgagor, amount, and cost. Indexed alph. by names of mortgagors. Edw. 600 pp.  
18 x 13 x 3. Recr. off.

## 57. CHATTEL MORTGAGE, 1871--. 200 bundles.

Chattel mortgage sale contracts, showing date; names of mortgagee, mortgagor, and witnesses; location and description of property; amount; rate of interest; and agreement. No index. 7 x 3 x 1/2.  
Recr. vt.

For subsequent records, see entry 55.

School Funds (See also entries 137, 153-56, 174-76)

## 58. SCHOOL FUND MORTGAGE RECORD, 1854--. 5 vols. (1-5).

Record of school fund mortgages, showing dates executed and recorded; names of mortgagee, mortgagor, and fund; location and description of property; amount; rate of interest; mortgage number; consideration; and maturity. Indexed alph. by names of mortgagors. Edw. 500 pp. 18 x 13 x 3. Recr. off.

Assignments and Releases

## 59. ENTRY BOOK OF SATISFACTIONS, CANCELLATIONS, AND ASSIGNMENTS, 1905-32. 1 vol.

Record of mortgages satisfied, or canceled and assigned, showing date; names of mortgagor, mortgagee, assignor, and assignee;



amount of mortgage; rate of interest; condition; obligations; cancellations; releases; and discharge. No index. Hdw. 500 pp. 18 x 13 x 3. Recr. vt.

60. RELEASE OF MORTGAGE, 1879-1924. 120 bundles.

Mortgage release papers, showing dates recorded and released, names of mortgagee and mortgagor, mortgage and record page numbers, and fees attached. No index. Condition fair. 7 x 3 x 1/8. Recr. vt.

For prior records, see entry 50.

Liens

61. RECORD OF SIRES' LIENS, 1891-1924. 1 vol.

Record of liens for stallion services, showing date, names of owner and sire, description of dam, consideration of lien, and amount. Indexed alph. by names of owners. Hdw. 600 pp. 18 x 11 x 3. Recr. vt.

Register of Legal Instruments

62. WILL RECORD, 1891--. 1 vol.

Record of wills in probate cases, showing dates executed and recorded; names of testator, executor, legatees, and witnesses; proof and conditions of will; legacies; bequests; and devises. Indexed alph. by names of decedents. Hdw. 500 pp. 18 x 13 x 3. Recr. vt.

For other will records, see entry 106.



## 63. RECORD OF ARTICLES OF INCORPORATION, 1901--. 1 vol.

Record of articles of incorporations, showing date, names of corporation officers and directors, location, object, and amount of capital stock. Indexed alph. by names of corporations. Hdw. 300 pp. 18 x 12 x 2 $\frac{1}{2}$ . Recr. vt.

## 64. REGISTER OF FARM NAMES, 1913--. 1 vol.

Record of names given to farms by owners, showing date, names of farm and owner, and location and description of farm. Indexed alph. by names of farms. Hdw. 450 pp. 16 x 11 x 2. Recr. vt.

## 65. RECORD OF SOLDIERS' DISCHARGES, 1918--. 1 vol.

Record of soldiers' enlistments and discharges in the World War, showing dates and places of enlistment and discharge; names of soldier, regiment, and company; and character of discharge. Indexed alph. by names of soldiers. Hdw. 450 pp. 16 x 12 x 2 $\frac{1}{2}$ . Recr. vt.

For other military records, see entries 9, 39, 69.

## 66. OIL AND GAS LEASE RECORD, 1931--. 1 vol.

Record of lease contracts for drilling of oil and gas, showing date; names of lessee, lessor, and witness; location and description of property; agreement and testimony of lessor; and tenure of lease. Indexed alph. by names lessors. Typed. 500 pp. 18 x 13 x 3. Recr. vt.

## 67. POWER OF ATTORNEY, 1879-1900. 25 bundles.

Papers authorizing powers of attorney, showing dates granted and recorded, names of principal agent and witness, local residence





## Recorder--Fee and Cash Books

(38-70)

and foreign address, recital of powers, particular performances granted, tenure, and causes for revocation. No index. Condition fair. 7 x 3 x 1/8. Recr. vt.

## 68. RECORD OF INDENTURES, 1859-92. 1 vol.

Record of minors bound out to masters as apprentices, showing date; names of apprentice, parents, and master; age and sex of minor; and obligations and stipulations of indenture. Indexed alph. by names of apprentices. Hdw. 500 pp. 18 x 13 x 3. Recr. vt.

## 69. ENROLLMENT OF SOLDIERS, 1861-65. 1 vol.

Record of Civil War soldiers who volunteered, showing dates of enlistment and discharge; names of soldier, widow, and orphans; address; and service record. Indexed alph. by names of soldiers. Hdw. 150 pp. 18 x 13 x 2 1/2. Stg. rm.

For other military records, see entries 9, 39, 65.

## Fee and Cash Books

## 70. RECORDER'S CASH BOOK, 1896--. 4 vols. (1, 1-3).

Title varies: Recorder's Fee and Cash Book.

Record of fees and cash received, showing date, number and kind of instrument, name of payer, amount and nature of service, and total. Arr. by instrument nos. Hdw. 600 pp. 18 x 13 x 3. Recr. vt.



## 71. MISCELLANEOUS RECORD, 1856--. 4 vols. (A-D).

Record of miscellaneous instruments recorded, including leases, agreements, powers of attorney, certificates of elections, and contracts, showing date, names of parties, kind of instrument, nature of consideration, amount involved, and certification.

Indexed alph. by names of parties. 1856-May 1917, hdw.; June 1917--, typed. 500 pp. 18 x 13 x 3. Recr. vt.



## V. CIRCUIT COURT

The circuit court, established by the Constitution of 1851, consists of one judge and is vested with such jurisdiction as is prescribed by law. The judge is elected by the voters of the circuit for a six-year term. 1/ The fifth circuit since 1901 has comprised Jefferson and Switzerland Counties, and the court is styled "Jefferson-Switzerland Circuit Court." 2/

When Switzerland County was organized in 1814, its various parts were, for judicial purposes, attached to the counties from which they had been taken. 3/ Under the authority of the Constitution of 1816 and an act of 1831, the court consisted of a president judge and two associate judges. 4/

From 1829 to 1852, probate matters were under the original and exclusive jurisdiction of a probate court. 5/ From 1853 to 1873 probate matters and certain other criminal and civil cases were under the jurisdiction of the court of common pleas. 6/ When this court was abolished in 1873, all jurisdiction was transferred to the circuit court. 7/

The circuit court has original exclusive jurisdiction in all cases at law and equity whatsoever, criminal cases, actions for divorce, and settlement of decedents' estates and guardianships, except as exclusive or concurrent jurisdiction is conferred by law upon justices of the peace. 8/ It has exclusive jurisdiction in all matters relating to children. In hearing such cases, it sits as the juvenile court. 9/ It has such appellate jurisdiction as is



conferred by law. It also has jurisdiction of all other causes, matters, and proceedings, where exclusive jurisdiction thereof is not conferred upon some other court, board, or officer. 10/

The court has power to make all proper judgments, sentences, decrees, orders, and injunctions; to issue all process; 11/ and to adopt rules for conducting its business. 12/ The order of business is, in precedence, as follows: Probate cases, criminal cases, and civil cases. 13/

The chief officers of the court are the sheriff, the prosecuting attorney, and the clerk of the circuit court. The sheriff attends upon the court and serves all process directed to him therefrom. 14/ The prosecuting attorney prosecutes the pleas of the state in the court. 15/ The clerk of the circuit court draws up each day's proceedings at full length in the proper order book which is signed by the circuit judge. 16/ All causes are filed and entered in the office of the clerk of the circuit court, and numbered in consecutive order as filed. 17/ The clerk is also charged by statute with the duty of keeping and preserving the official records of the court. 18/

All the records are located in the courthouse.

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1/ Const., art. 7, secs. 1, 8-9. Acts 1881 (Spc. Sess.); Burns 4-301; Baldwin 1395.

2/ Acts 1911; Burns 4-332; Baldwin, 1935 suppl., 1415-1. Acts 1881 (Spc. Sess.); Burns 4-302; Baldwin 1396.

3/ Acts 1830, ch. 24, sec. 2.

4/ Const. 1816, art. 5, sec. 3. Acts 1831, ch. 22, secs. 1-2.





- 5/ Acts 1829, ch. 26, secs. 1-2.
- 6/ 2 Rev. Stat. 1852, pt. 1, ch. 8, secs. 4, 11, 14, 43.
- 7/ Acts 1873; Burns 4-328; Baldwin 1417.
- 8/ Const., art. 7, sec. 8. Acts 1881 (Spec. Sess.); Burns 4-303, 6-101; Baldwin 1397, 3011.
- 9/ Acts 1903, 1913, 1931, 1935, 1937; Burns, 1937 suppl., 9-2801; Baldwin, 1937 suppl., 1759.
- 10/ Acts 1881 (Spec. Sess.); Burns 4-303; Baldwin 1397.
- 11/ 2 Rev. Stat. 1852; Burns 4-307; Baldwin 1400.
- 12/ 2 Rev. Stat. 1852; Burns 4-313; Baldwin 1406.
- 13/ Acts 1881 (Spec. Sess.); Burns 2-1106; Baldwin 182.
- 14/ 2 Rev. Stat. 1852; Burns 49-2802; Baldwin 5494.
- 15/ 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.
- 16/ 2 Rev. Stat. 1852; Acts 1885, 1933; Burns 4-324; Baldwin 1413.
- 17/ Acts 1881 (Spec. Sess.); Burns 2-1053; Baldwin 153.
- 18/ 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433.

### Civil Causes

#### Sanity

72. INSANE RECORD, 1858--. 5 vols. (1-3, and 2 vols. not numbered).

Record of insane persons committed to institutions, showing dates of admission and discharge, names of patient and guardian, history of case, and return made. Indexed alph. by names of patients.

Hdw. 621 pp. 18 x 13 x 3. Clk. vt.

73. INSANITY INQUESTS, 1897--. 50 file boxes.

Papers of sanity inquests, showing date; names of patient, physician, commissioners, and witnesses; age, sex, and color of patient; proceedings; case history; type of insanity; and decree in inquest.

No index. 10 x 7 x 4. Clk. vt.



Naturalization

74. DECLARATION OF INTENTION, 1841-1924. 2 vols. (1, 1).

Record of declarations of intentions to become citizens of the United States, showing date of arrival; name, residence, race, sex, date and place of birth, and personal description of alien; statement of renunciation of allegiance to foreign government; and certificate of arrival. Indexed alph. by names of applicants. Hdw. 225 pp. 17 x 11 x 1 $\frac{1}{2}$ . Clk. vt.

## Civil Proceedings

Entry (see also entries 96-98, 126)

75. ENTRY, ISSUE DOCKET, AND FEE BOOK, 1913--. 7 vols. (1-7).

Proceedings and costs in civil and criminal cases. Contains: Entry, Issue Docket, and Fee Book, Civil, entry 76; Entry, Issue Docket, and Fee Book, Criminal, entry 96. Indexed alph. by names of plaintiffs. Hdw. 600 pp. 18 x 13 x 3. 4 vols., 1913-27, Clk. vt.; 3 vols., 1928--, Clk. off.

76. ENTRY AND ISSUE DOCKET AND FEE BOOK Civil, 1913--.

In Entry, Issue Docket, and Fee Book, entry 75.

Record of cases, court issues, and fees in civil cases, showing date; cause number; names of plaintiff, defendant, and attorneys; nature of cause; proceedings; fees; amount; and officer's return.



## 77. ENTRY DOCKET, 1900-1912. 1 vol.

Complaints of civil and criminal nature. Contains: Entry Docket, Civil, entry 78; Entry Docket Criminal, entry 97. Indexed alph. by names of plaintiffs. Hdw. 300 pp. 18 x 13 x 3. Clk. vt.

78. ENTRY DOCKET Civil, 1900-1912. In Entry Docket, entry 76.

Record of civil cases, showing date; docket cause number; names of plaintiff, defendant, and attorneys; nature of cause; order book reference; writ issued; and proceedings.

## 79. ISSUE DOCKET, 1853-1912. 10 vols.

Court issues, civil and criminal. Contains: Issue Docket Civil, entry 80; Issue Docket Criminal, entry 98. No index. Hdw. 500 pp. 18 x 13 x 3. Clk. vt.

80. ISSUE DOCKET Civil, 1853-1912. In Issue Docket, entry 77.

Record of court issues in civil proceedings, showing date; cause number; names of plaintiff, defendant, and attorneys; pleadings; issues arising; and causes.

For subsequent records, see entry 76.

Trial (see also entries 99-102, 127)

## 81. COURT DOCKET, 1814--. 130 vols.

Court proceedings, civil and criminal. Contains: Court Docket, Civil, entry 82; Court Docket, Criminal, entry 99. No index. Hdw. 150 pp. 18 x 13 x 2. 5 vols., 1853-90, Clk. stg. rm.; 125 vols., 1814-53, 1890--, Clk. vt.



82. COURT DOCKET, Civil, 1814--. In Court Docket, entry 81. Record of court proceedings in civil cases, showing date; cause number; names of plaintiff, defendant, and attorneys; cause and case numbers; proceedings; orders; pleadings; and issues.

83. ORDER BOOK, 1814--. 54 vols. (A-Z, 1-23, and 5 vols. not numbered).

Complete transcript of civil and criminal cases. Contains: Order Book Civil, entry 84; Order Book Criminal, entry 101. Indexed alph. by names of plaintiffs and defendants. 1814-1900, hdw.; 1900--, typed. 600 pp. 18 x 12 x 3. Clk. vt.

84. ORDER BOOK Civil, 1814--. In Order Book, entry 83. Record of court orders in civil and criminal cases, showing date, case number, names of plaintiff and defendant, cause and case numbers, and orders issued.

Disposition (see also entry 103)

85. JUDGMENT DOCKET, 1853--. 8 vols. (1-3, C-G). Record of judgments rendered. Contains: Judgment Docket Civil, entry 86; Judgment Docket Criminal, entry 102. Indexed alph. by names of judgment debtors. Hdw. 295 pp. 18 x 13 x 3. Clk. vt.

86. JUDGMENT DOCKET Civil, 1853--. In Judgment Docket, entry 85. Record of judgments rendered, showing date, cause number, names of plaintiff and defendant, judgment rendered, cost attached, writ, and orders issued.





## 37. COMPLETE RECORD, 1814-1910.

Record of cases to completion. Contains: Complete Record [Civil], entry 88. Complete Record [Criminal], entry 103. Arr. alph. by names of plaintiffs and defendants. 1814-1900, hdw.; 1900--, typed. 600 pp. 18 x 12 x 3. Clk. vt.

For subsequent records, see entry 86.

88. COMPLETE RECORD [Civil], 1814-1910. In Complete Record, entry 87.

Complete record of court proceedings in civil cases from beginning to end, showing date of action; names of plaintiff, defendant, judgment debtor and creditor, witnesses, petitioners, and attorneys; issue; pleadings; cause; case number; proceedings; orders; writ, judgment; decrees; opinions; and papers in execution.

Executions (see also entries 104, 128, 130)

## 89. EXECUTION DOCKET, 1846--. 10 vols. (1-10).

Record of disposition of court cases. Contains: Execution Docket [Civil], entry 90; Execution Docket [Criminal], entry 104. Arr. alph. by names of defendants. Hdw. 300 pp. 18 x 13 x 3. Clk. off.

90. EXECUTION DOCKET [Civil], 1846--. In Execution Docket, entry 89.

Record of court orders for execution, showing date of judgment; names of plaintiff, defendant, and judgment debtor and creditor; amount of judgment; costs attached; nature of writ; officer's return; final decree; and satisfaction.



## Circuit Court--Criminal Causes

## 91. REGISTER OF EXECUTION, 1872-91. 1 vol.

Record of sheriffs' sales of real property to satisfy judgments, showing dates of judgment, writ, and sale; names of plaintiff, defendant, and attorney; nature of writ; amounts of judgment and recovery; description of property seized; and returns of writ and satisfaction. Indexed alph. by names of plaintiffs. Hdw. 300 pp. 16 x 12 x 2 $\frac{1}{2}$ . Clk. stg. rm.

For subsequent records, see entry 90.

## 92. LIS PENDEN RECORD, 1881--. 3 vols.

Record of attachment and sale of property, showing dates of writ, attachment, and sale; names of plaintiff and defendant; location and description of property; certificate number; and amount of sale. Indexed alph. by names of plaintiffs. Hdw. 500 pp. 18 x 13 x 3. Clk. vt.

## 93. REDEMPTION RECORD, 1893. 1 vol. (1A).

Record of certificates of redemption for property sold at sheriffs' sales, showing date, certificate number, names of plaintiff and defendant, location and description of property, and amount of redemption. No index. Hdw. 70 pp. 15 x 12 x 1. Clk. vt.

## Criminal Causes

Indictments

## 94. AFFIDAVITS AND INFORMATION RECORD, 1875-1915. 1 vol.

Record of affidavits filed as complaints, and information in criminal court cases, showing date sworn; names of affiant, defendant, and witnesses; and description of crime or misdemeanor. Indexed alph. by names of defendants. Hdw. 500 pp. 18 x 13 x 3. Clk. vt.



## 95. RECORD OF INDICTMENT, 1853-1935. 5 vols. (1-5).

Record of indictments returned by grand jury, showing date; names of plaintiff, defendant, witnesses, trial judge, and jury foreman; true bill recital; description of crime; material facts; and signature of foreman. Indexed alph. by names of defendants. Edw. 500 pp.

18 x 13 x 3. Clk. vt.

## Criminal Proceedings

Entry (see also entries 75-80, 126)

96. ENTRY, ISSUE DOCKET, AND FEE BOOK [Criminal], 1913--.

In [Entry, Issue Docket, and Fee Book, entry 75].

Record of charges, court issues, and costs in criminal cases, showing date; cause number; names of plaintiff, defendant, and attorneys; nature of charge; proceedings; cost; amount; and officer's return.

97. ENTRY DOCKET [Criminal], 1900--. In [Entry Docket, entry 77].

Record of criminal charges, showing date of trial; case number; names of plaintiff, defendant, and attorneys; nature of action; and case and cause numbers.

98. ISSUE DOCKET [Criminal], 1853-1912. In [Issue Docket, entry 79].

Record of court issues in criminal proceedings, showing date of trial, cause number, names of plaintiff and defendant, pleadings, issue, case and cause numbers, and proceedings.



Trial (see also entries 81-84, 127)

99. COURT DOCKET, CRIMINAL, 1814--. In Court Docket, entry 81/,  
Record of court proceedings in criminal cases, showing date of trial;  
term of court; cause number; names of plaintiff, defendant, and  
attorneys; nature of case; officer's return; verdict; and judgment.

100. CRIMINAL DOCKET, 1915-17. 1 vol.  
Record of criminal cases, showing date; names of defendant, witnesses,  
and attorney; nature of indictment; costs; and court proceedings.  
Indexed alph. by names of defendants. Hdw. 600 pp. 18 x 15 x 3. Clk. vt.  
For subsequent records, see entry 75.

101. ORDER BOOK Criminal, 1814--. In Order Book, entry 83.  
Record of court orders from beginning to conclusion of case, showing  
date of writ; names of defendant, attorneys, witnesses, and trial  
judge; case number; writ issued; and general and final orders.

Disposition (see also entries 85-88)

102. JUDGMENT DOCKET Criminal, 1853--. In Judgment Docket,  
entry 85.  
Record of judgments rendered, showing date issued; names of defendant,  
attorneys, and trial judge; sentence; fines and costs attached;  
orders; and writ of execution issued.

103. COMPLETE RECORD Criminal, 1814-1910. In Complete  
Record, entry 87.  
Record of cases from beginning to conclusion, showing date of action;  
names of defendants, affiants, attorneys, and trial judge; issue;  
pleadings; case number; proceedings; orders; writ issued; verdict and  
sentence rendered; and return of execution.





Execution (see also entries 89-93, 129, 130)

104. EXECUTION DOCKET [Criminal], 1846. In Execution Docket, entry 89.

Record of executions of judgments rendered, showing date papers issued; names of defendant, trial judge, and officer serving writ; amount of judgment; fees and costs attached; sentence; and return made.

#### Probate Causes

All probate causes of Switzerland County are under the exclusive jurisdiction of the Jefferson-Switzerland Circuit Court. This court has had this jurisdiction since the court of common pleas was abolished in 1873.

The probate court of Switzerland County was established under a law of 1829, which placed probate matters in a separate court, consisting of one judge, elected by the voters of the county for a term of seven years. It had original and exclusive jurisdiction in matters relating to probate of wills; granting letters of administration; settlement of decedents' estates; appointment of guardians for minors and persons of unsound mind; and approval of bonds of guardians, administrators, and executors. 1/

In 1852 the legislature abolished the probate court 2/ and created the "Court of Common Pleas of Switzerland County". 3/  
The court of common pleas had original and exclusive jurisdiction of probate causes, except in special cases where concurrent jurisdiction



was given to the circuit court or to some other court. 4/

The legislature in 1873 abolished the court of common pleas and transferred its jurisdiction to the circuit court, 5/ and all the records of the court of common pleas were transferred to the circuit court. 6/

The clerk of the circuit court was the clerk of the probate court 7/ and the clerk of the common pleas court. 8/

All records pertaining to probate causes are filed and preserved in the office of the clerk of the circuit court. 9/

1/ Acts 1829, ch. 26, secs. 1-2, 5, 8.

2/ 1 Rev. Stat. 1852, ch. 92, sec. 1. 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 43.

3/ 2 Rev. Stat. 1852, pt. 1, ch. 8, secs. 1, 3, 27.

4/ Ibid., secs. 4-5, 7.

5/ Acts 1873; Burns 4-328; Baldwin 1417.

6/ Acts 1873, ch. 29, sec. 81.

7/ Acts 1829, ch. 26, sec. 3.

8/ 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 25.

9/ Acts 1829, ch. 26, sec. 3; 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 26. 2 Rev. Stat. 1852; Burns 49-2706, 49-2721; Baldwin 1433, 1441. Acts 1873, ch. 29, sec. 81.

#### Estate Cases

105. EXECUTION OF PROBATE DISPOSED OF CASES, Estate, 1850--.

70 file boxes.

Papers of disposed probate cases, showing date discharged; case number; names of executor, administrator, decedent, heirs, commissioners, and appraisers; location and description of property; sale bills; amount of fees; itemized list of real and personals sold; writ; orders; and return. Arr. chron. 10 x 7 x 4. Clk. vt.



## 106. WILL RECORD, 1825--. 7 vols. (1-7).

Record of last wills and testaments, showing date; names of testator, executor, legatees, and witnesses; location and description of property; and conditions of will. Indexed alph. by names of deceased. Hdw. 600 pp. 18 x 8 x 3. Clk. vt.

For other will records, see entry 62.

## 107. CLERK'S REPORT OF WILLS PROBATED, 1882-86. 1 vol.

Record of wills probated, showing dates of will and probation; number of wills; names of decedent, executor, witnesses, and legatees; conditions of and proof of will; and date admitted to or refused probate. Indexed alph. by names of deceased. Hdw. 100 pp. 18 x 12 x 1 $\frac{1}{2}$ . Clk. vt.

For subsequent records, see entry 120.

## 108. RECORD OF ADMINISTRATOR'S BOND, 1852--. 4 vols. (1-4).

Record of administrator's approved bonds, showing date; bond number; names of estate, administrator, and surety; address of administrator; and amount, conditions, and obligation of bond. Indexed alph. by names of administrators. Typed. 400 pp. 16 x 11 x 2 $\frac{1}{2}$ . Clk. vt.

## 109. BOND RECORD, 1895--. 4 vols. (A-D).

Records of approved bonds, showing date sworn; bond number; names of executor, administrator, guardian, and sureties; and amount, condition, and obligations of bond. Indexed alph. by names of administrators. Hdw. 500 pp. 18 x 13 x 3. Aud. vt.



## Circuit Court--Probate Causes

(110-113)

## 110. RECORD OF BONDS TO SELL REAL ESTATE, 1848--. 5 vols.

(1-4, and 1 vol. not numbered). 1852-77, missing.

Title varies: Record of Administrator Bonds.

Record of bonds to sell real estate, showing date, names of administrator and surety, amount of bond, and condition of obligation. Indexed alph. by names of administrators. Hdw. 600 pp. 18 x 13 x 3. 4 vols., 1848-52, Clk. stg. rm.; 1 vol., 1877--, Clk. vt.

## 111. INVENTORY RECORD, 1852--. 8 vols. (1-8).

Inventory record of decedents' personals, showing date; names of administrator, deceased, and debtor; description, quality, and value of effects; and nature and amount of debts due. Indexed alph. by names of deceased. 1 Hdw. 450 pp. 18 x 13 x 3. Clk. vt.

## 112. SALE BILL RECORD, 1850-1929. 1 vol. (3).

Record of sales of personal property of decedent, showing date, names of administrator and estate, and amount and description of property. Indexed alph. by names of estates. Hdw. 450 pp. 18 x 13 x 3. Clk. vt.

Guardianship Cases

## 113. GUARDIANSHIP, 1886--. 5 boxes.

Papers of guardianship cases, showing date; number; names of guardian, ward, and sureties; inventories; appraisals; lists of assets and indebtedness; order book references; proceedings; and discharge. No index. 10 x 7 x 4. Clk. vt.





114. RECORD OF GUARDIAN'S BONDS AND OATHS, 1896--. 3 vols.  
(1-3).

Record of guardians' bonds, oaths, and letters, showing date; names of guardian, ward, and surety; number and amount of bond; and consideration of obligation. Indexed alph. by names of guardians. Hdw. 500 pp. 18 x 13 x 3. Clk. vt.

#### Probate Proceedings

115. ESTATE ENTRY, CLAIM, AND ALLOWANCE DOCKET, 1909--. 3 vols. (1-3).

Record of estate claims and allowances, showing date; number; names of executor, administrator, estate, and surety; location, description, inventory, appraisement, and sale of property; amounts of bond, sale, claims, and fees; and court proceedings. Indexed alph. by names of estates. Hdw. 500 pp. 18 x 18 x 3. Clk. vt.

For prior records, see entry 124.

116. REGISTER OF ESTATES AND GUARDIANSHIP, 1898--. 3 vols.  
(1, 1-2).

Record of court proceedings in guardianship cases, showing date; number; names of guardian, ward, estate, and surety; address of ward; number of heirs; amount of bond; costs; and court proceedings. Indexed alph. by names of estates. Hdw. 300 pp. 18 x 13 x 3. 1 vol., 1898-Oct. 28, 1903, Clk. vt.; 2 vols., 1903--., Clk. off.



## Circuit Court--Probate Proceedings

(117-120)

## 117. DOCKET OF ESTATES, 1858-81. 2 vols. (A, A).

Record of settlements of estates by executor, showing names of administrator and estate, amount of receipts and disbursements, and cost of court proceedings. Indexed alph. by names of deceased. Hdw. 300 pp. 17 x 16 x 2. Clk. stg. rm.

For subsequent records, see entry 115.

## 118. GUARDIANSHIP DOCKET, 1835-78. 2 vols. (A, and 1 vol. not numbered). Title varies: Docket of Guardianships.

Record of guardianship reports, showing dates of report and settlement; names of guardian, ward, and surety; and amount and conditions of bond. Indexed alph. by names of guardians. Hdw. 300 pp. 16 x 11 x 2. Clk. stg. rm.

## 119. DOCKET OF ALLOWANCE, 1863-65. 1 vol.

Record of estate claim allowances, showing date; names of claimant, administrator, and estate; and nature and amount of claim. Indexed alph. by names of claimants. Hdw. 400 pp. 18 x 12 x 3. Clk. stg. rm.

For subsequent records, see entry 86.

## 120. ORDER BOOK, Probate, 1814--. 32 vols. (1-28, A-D).

Record of court orders, showing date; names of administrator, guardian, heirs, and estate; location and description of estate; appraisement for inheritance tax; and allowances for costs and fees. Indexed alph. by names of deceased. 1814-1900, hdw.; 1900--, typed. 500 pp. 18 x 12 x 3. Clk. vt.



## Juvenile Causes

121. JUVENILE COURT, 1830--. 50 file boxes.

Papers of juvenile court cases, showing date, cause number, names of plaintiff and defendant, nature of complaint, summons, and subpoena.

No index. 10 x 7 x 4. Clk. vt.

## Miscellaneous Court Records

Bonds

122. RECOGNIZANCE BOND RECORD, 1929--. 1 vol.

Record of recognizance bonds to assure appearance in court, showing date; names of plaintiff, defendant, and surety; amount of bond; and date of trial. Indexed alph. by names of defendants. Hdw. 500 pp.

18 x 13 x 3. Clk. vt.

Fee and Cash Records

123. FEE BOOK, 1853-1913. 19 vols. (1-19).

Record of costs and fees, showing date; cause number; names of plaintiff, defendant, and attorney; court proceedings; sheriff's return; and cost.

Indexed alph. by names of plaintiffs. Hdw. 600 pp. 18 x 13 x 3. Clk. vt.

For subsequent records, see entry 76.

124. FEE BOOK, Probate, 1864-1909. 8 vols. (1-8).

Record of fees collected in the settlement of estates, showing date, estate number, names of administrator and estate, and nature and amount of fees. Indexed alph. by names of estates. Hdw. 500 pp.

18 x 18 x 3. Clk. vt.

For subsequent records, see entry 115.



## 125. WITNESS AFFIDAVITS, 1864-88. 8 vols.

Record of witness affidavits as to costs, showing date, name of witness, cause of trial, nature of writ, mileage, and amount of fees. No index. Hdw. 400 pp. 14 x 8 x 2. Clk. stg. rm.

For subsequent records, see entry 131.

## Court of Common Pleas

From 1853 to 1873 there existed a separate court, styled the "Court of Common Pleas of Switzerland County". The court was established by an act of 1852, effective in 1853, and consisted of one judge, elected by the voters of the district for a four-year term. 1/

The court had original and exclusive jurisdiction in matters relating to probate of wills and to appointment of guardians for persons of unsound mind, and in matters relating to executors and administrators, except in special cases where concurrent jurisdiction was given to the circuit court or some other court; 2/ concurrent jurisdiction with the circuit court in civil matters ranging from fifty to one thousand dollars, except in cases of slander, libel, breach of marriage contract, action on an official bond, and where the title of real estate was in issue; 3/ jurisdiction in civil matters exceeding one thousand dollars relating to judgments confessed by consent of both parties or in an agreed cases; 4/ original jurisdiction in criminal cases not amounting to felony, except those over which justices of the peace had exclusive





jurisdiction, 5/ and in felony cases not punishable by death providing that the accused voluntarily agreed to trial; and jurisdiction in any criminal case on change of venue from the circuit court. 6/

In 1873, the legislature abolished the court of common pleas and transferred its jurisdiction to the circuit court. 7/

The clerk of the circuit court was the clerk of the court of common pleas 8/ and was required to keep separate records for this court. 9/ When the court of common pleas was abolished, the records were transferred to the circuit court. 10/

All the records are located in the courthouse, and are, with other court records, in the custody of the clerk of the circuit court.

- 1/ 2 Rev. Stat. 1852, pt. 1, ch. 8, secs. 1, 3, 27, 29.
- 2/ Ibid., sec. 4.
- 3/ Ibid., sec. 11.
- 4/ Ibid., sec. 12.
- 5/ Ibid., sec. 14.
- 6/ Ibid., sec. 17.
- 7/ Acts 1873; Burns 4-328; Baldwin 1417.
- 8/ 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 25.
- 9/ Ibid., sec. 26.
- 10/ Acts 1873, ch. 29, sec. 81.

Court Proceedings (see also entries 75-83, 96-103)

126. ISSUE DOCKET, Common Pleas Court, 1853-74. 2 vols.

Records of common pleas court issues, showing date; cause number; names of plaintiff, defendant, and estate; issues; pleadings; nature of case; and proceedings of court. Indexed alph. by names of estates. Hdw. 500 pp. 18 x 13 x 3. Clk. vt.



## Circuit Court--Fee and Cash Records

(127-129)

127. ORDER BOOK, Civil, Common Pleas Court, 1853-79. 5 vols.  
Record of court orders, showing date of order; cause number; names of plaintiff, defendant, attorneys, and witnesses; nature of cause; and action of court. Arr. chron. Hdw. 300 pp. 18 x 14 x 2. Clk. vt.

128. EXECUTION DOCKET, Common Pleas Court, 1852-73. 7 vols.  
Record of executions on judgments, showing date, names of plaintiff and defendant, nature of writ, amount, cost, and officer's return. Arr. chron., thereunder by case nos. Hdw. 300 pp. 18 x 13 x 2<sup>1</sup>/<sub>2</sub>. Clk. vt.

For other execution records, see entries 89-93, 104, 130.

## Fee and Cash Records

129. FEE BOOK, Common Pleas Court, 1853-74. 4 vols.  
Record of court fees attached, showing date, cause number, names of plaintiff and defendant, source and amount of fees, and type of writ. Indexed alph. by names of plaintiffs and defendants. Hdw. 400 pp. 18 x 13 x 3. Clk. vt.



## VI. SHERIFF

The sheriff is a constitutional officer elected for a two-year term. No person is eligible to the office of sheriff for more than four years in any six-year period. The sheriff is required to post bond in the amount of from five thousand to fifteen thousand dollars as fixed by the board of commissioners. 1/

Prior to the Constitution of 1851, the office of sheriff was established at the organization of Switzerland County in 1814, under the authority of the Constitution of 1816 and an act of 1824 which directed the Governor to appoint a sheriff in any new county formed, to act as such until such an officer is duly elected and qualified. 2/

The sheriff is a conservator of the peace within Switzerland County. He is required to arrest without process all persons, who within his view commit any crime or misdemeanor, and hold them in custody during investigation of the cause of such arrest; to suppress all breaches of the peace, with authority to call to his aid the power of the county; to pursue and commit to jail all felons; to execute all process directed to him by legal authority; and to maintain and preserve order in the courts of the county except courts of justice of the peace. He also maintains the jail and takes care of the prisoners confined in it. 3/ It is his duty to protect persons in danger of possible lynchings. 4/ He makes arrests of all persons on warrants issued upon indictments and affidavits, and commits them to jail; and also serves summons in cases of misdemeanor. 5/



## Sheriff--Executions and Reports

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The shoriff sells mortgaged property on foreclosure proceedings and property on executions; 6/ executes deeds to real estate sold by him; 7/ conveys persons committed to state charitable, correctional, or penal institutions; 8/ and attends sessions and executes the orders of the county council 9/ and the board of commissioners. 10/

The chief records which the sheriff keeps are a cashbook, a fee book, 11/ and a jail record. 12/

1/ Const., art. 6, sec. 2. 2 Rev. Stat. 1852, Acts 1937; Burns, 1937 suppl., 49-2801; Baldwin, 1937 suppl., 5493.

2/ Const. 1816, art. 4, sec. 25. Rev. Laws 1824, ch. 100, sec. 6.

3/ 2 Rev. Stat. 1852; Burns 49-2802; Baldwin 5494.

4/ Acts 1905; Burns 10-3309, 10-3310; Baldwin 2530, 2531.

5/ Acts 1905, 1937; Burns, 1937 suppl., 9-1001; Baldwin, 1937 suppl., 2134.

6/ Acts 1881 (Spec. Sess.); Burns 2-3601, 3-1819; Baldwin 574, 1014.

7/ Acts 1881 (Spec. Sess.); Burns 2-4101; Baldwin 619. Acts 1931; Burns 3-1806; Baldwin 1008.

8/ Acts 1905; Burns 9-2252, 22-2013; Baldwin 2339, 4206. Acts 1911; Burns 22-1716; Baldwin 4230. Acts 1919; Burns 22-1209; Baldwin 4264. Acts 1927; Burns 22-1213; Baldwin 4305.

9/ Acts 1899; Burns 26-510; Baldwin 5374.

10/ 1 Rev. Stat. 1852; Burns 26-611; Baldwin 5226.

11/ Acts 1895; Burns 49-1401; Baldwin 7576.

12/ Acts 1909; Burns 13-1007; Baldwin 13459.

## Executions and Reports

(see also entries 39-93, 104, 128)

## 130. SHERIFF'S COURT DOCKET, Civil, 1871--. 4 vols.

Record of civil court cases, showing names of plaintiff, defendant, witnesses, and attorneys; proceedings in court; cost of trial; total amount of fees collected; and date of trial. Arr. alph. by names of defendants. Hdw. 600 pp. 18 x 12 x 3. 2 vols., 1871-90, stg. rm.; 2 vols., 1890--, Shf. home.





## Fee and Cash Records

## 131. FEE BOOK, 1925--. 1 vol.

Record of fees in trial cases, showing date received, title of cause, names of witnesses, type of fee, and mileage covered. No index.

Hdw. 400 pp. 14 x 8 x 2. Shf. off.

## 132. FOREIGN FEE BOOK, 1921--. 2 vols. (1-2).

Record of fees charged when serving papers for outside counties, showing name of county issuing writ; nature of writ; dates received served, and returned; ~~date~~, name of person served; and appearance date. Arr. chron. Hdw. 200 pp. 16 x 12 x 1 $\frac{1}{2}$ . 1 vol., 1921-27, stg. rm.; 1 vol., 1927--, Shf. off.



## VII. CORONER

The coroner is a constitutional officer elected for a two-year term, without restriction on reelection. 1/ He is required to post a bond of not more than five thousand nor less than one thousand dollars, as fixed by the board of commissioners. 2/

Prior to the Constitution of 1851, the office of coroner was established at the organization of Switzerland County in 1814, under the authority of an Indiana Territorial Act and later of the Constitution of 1816 and an act of 1824 which directed the Governor to appoint a coroner in any new county formed, to act as such until such an officer is duly elected and qualified. 3/

The coroner is required to investigate deaths by violence, by accident, and of suspicious nature; to inquire into the cause and manner of death; 4/ and to order the arrest of any person whom he may charge with murder. 5/ He holds such inquests without a jury, 6/ and may subpoena witnesses and employ a physician to make a post-mortem examination; 7/ draws up his verdict, 8/ and files it in the office of the clerk of the circuit court, together with a report, giving a minute description of the deceased and valuables found with the body. 9/ He is a peace officer with the same powers as the sheriff, 10/ and acts as sheriff in event of absence, vacancy, personal interest, or incapacity of that officer, 11/ and arrests and commits to jail the sheriff if necessary. 12/

All the records are in the clerk's vault.

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Coroner

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- 1/ Const., art. 6, sec. 2.
- 2/ 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901; Baldwin 5436.
- 3/ Const. 1816, art. 4, sec. 25. Acts 1824, ch. 100, sec. 6.
- 4/ 2 Rev. Stat. 1852, Acts 1871, 1879 (Spec. Sess.), 1935;  
Burns, 1937 suppl., 49-2904; Baldwin, 1935 suppl., 5439.
- 5/ 2 Rev. Stat. 1852; Burns 49-2914; Baldwin 5448.
- 6/ Acts 1879 (Spec. Sess.); Burns 49-2905; Baldwin 5444.
- 7/ 2 Rev. Stat. 1852; Burns 49-2906; Baldwin 5440.
- 8/ 2 Rev. Stat. 1852, Acts 1879 (Spec. Sess.); Burns  
49-2908; Baldwin 5442.
- 9/ 2 Rev. Stat. 1852, Acts 1879 (Spec. Sess.); Burns  
49-2909; Baldwin 5443.
- 10/ 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901; Baldwin 5436.
- 11/ 2 Rev. Stat. 1852; Burns 49-2902; Baldwin 5437.
- 12/ 2 Rev. Stat. 1852; Burns 49-2903; Baldwin 5438.

133. INQUEST FEE RECORD, 1885-1900. 1 vol.

Record of fees attached to investigations in cases of violent or unexplained deaths, showing serial number of inquest; title of case; date, amount, and kind of service rendered; and certification to auditor. No index. Hdw. 320 pp. 15 x 12 x  $\frac{1}{2}$ .



## VIII. PROSECUTING ATTORNEY

The prosecuting attorney is a constitutional officer, elected in each judicial circuit for a two-year term. 1/ He is required to execute a bond in the amount of five thousand dollars, to be approved by the judge of the circuit court and filed with the clerk. 2/

Prior to the Constitution of 1851, the circuit prosecutor was chosen by joint ballot of the senate and house of representatives by an act of 1831. 3/ The legislature in 1843 provided that the prosecuting attorney be elected by the voters of the circuit. 4/ In 1847 the prosecuting attorney was made a county officer, elected by the voters thereof. 5/ The act of 1847 was repealed in 1851, and the provisions of the act of 1843 were restored. 6/

The prosecuting attorney prosecutes the pleas of the state 7/ in all courts of Switzerland County, including the courts of justice of the peace, as provided by law. 8/ He appears before the grand jury to furnish information relative to matters cognizable by it or upon any legal matter, and signs all indictments found, but is excluded from its deliberations. 9/ He may also prosecute by affidavit persons accused of public offenses except treason and murder. 10/ He conducts all prosecutions for felonies and misdemeanors in Switzerland County, all suits on forfeited recognizances, resists applications for changing names, and superintends on behalf of the county or any of its trust funds, all suits in which the same may be interested or involved. 11/ He defends persons of unsound mind or incapable of managing their business affairs by reason of old age or





Prosecuting Attorney

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other infirmity, and protects their interests; 12/ and resists  
undefended actions for divorce. 13/

The prosecuting attorney may take acknowledgments to deeds or  
other instruments in writing, administer oaths, protest notes and  
checks, take depositions of witnesses, and perform any duty now  
conferred on a notary public. 14/

1/ Const., art. 7, sec. 11. 2 Rev. Stat. 1852; Burns 49-2501;  
Baldwin 5456.

2/ 2 Rev. Stat. 1852; Burns 49-2502; Baldwin 5458.

3/ Rev. Laws 1831, ch. 10, sec. 1.

4/ Acts 1843, ch. 15, sec. 1.

5/ Acts 1847, ch. 12, sec. 1.

6/ Acts 1851, ch. 132, secs. 1-2.

7/ 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.

8/ Acts 1833; Burns 49-2605; Baldwin 7550.

9/ Acts 1905; Burns 9-326, 9-901; Baldwin 2122, 2123.

10/ Acts 1905, 1927; Burns 9-908; Baldwin 2131.

11/ 2 Rev. Stat. 1852; Burns 49-2504; Baldwin 5460.

12/ Ibid. 2 Rev. Stat. 1852, Acts 1895; Burns 8-202; Baldwin  
3460. Acts 1911, 1919; Burns 8-301; Baldwin 3472.

13/ Acts 1873; Burns 3-1212; Baldwin 916. Acts 1913; Burns  
3-1213; Baldwin 917.

14/ Acts 1919; Burns 49-2507; Baldwin 5463.

No records could be found.



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## IX. ASSESSOR

The assessor is a statutory officer, elected for a four-year term. He must be a continuous resident freeholder of Switzerland County for not less than four years prior to the date of his election, and post a five thousand dollar bond, with two or more good freehold sureties approved by the auditor, who also administers the oath of office. His work is under the direction of the state board of tax commissioners, and he may be removed by that board, after a hearing, for incompetency, neglect of duty, or misconduct in office. 1/

The legislature in 1841 created the county offices of appraiser 2/ and assessor 3/ with similar functions relative to valuation for taxation of real and personal property, respectively. The office of assessor existed in Switzerland County until 1852, when the office was discontinued, 4/ and the duties devolved upon township assessors. The office of appraiser was discontinued in 1872, 5/ and replaced by the office of county assessor, then reestablished. 6/ Three years later the office was abolished 7/ and again established in 1891 in its present form. 8/

The duties of the assessor are to examine carefully tax duplicates and other records in the offices of the auditor, treasurer, recorder, clerk, sheriff, and surveyor, together with the returns of the township assessors, and to discover, list, and assess all omitted property of every kind, entering his valuations in a separate column on the township assessors' records; to list and



assess any omitted property which he discovers at any time of the year; to instruct and advise the township assessors; to report to the state board of tax commissioners any delinquencies of township assessors; 9/ to set a value upon intangibles for taxes; 10/ and to appraise estates for inheritance taxes. 11/ He is ex-officio member and president of the Switzerland County Board of Review. 12/

The assessor is required to return to the auditor all township assessors' books, returns, lists, schedules, and other papers received by him from the auditor, together with such additional books, lists, assessments, and papers as he has made thereto on or before the first Monday after July 4 of each year. 13/

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- 1/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696.  
2/ Acts 1841, ch. 1, sec. 1.  
3/ Acts 1841, ch. 3, sec. 1.  
4/ 1 Rev. Stat. 1852, ch. 92, sec. 1.  
5/ Acts 1872 (Spec. Sess.), ch. 37, sec. 276.  
6/ Ibid., sec. 107.  
7/ Acts 1875, ch. 97, sec. 9.  
8/ Acts 1891, ch. 99, sec. 112.  
9/ Acts 1919; Burns 64-1102; Baldwin 15698.  
10/ Acts 1933, 1935; Burns, 1937 suppl., 64-905; Baldwin, 1935 suppl., 15903.  
11/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696. Acts 1931, 1933; Burns 6-2408; Baldwin 15946.  
12/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15709.  
13/ Acts 1919; Burns 64-1102; Baldwin 15698.

No records could be found.



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## X. BOARD OF REVIEW

The board of review of Switzerland County, established, under an act of 1891 1/ and subsequent amendments, reviews assessments and equalizes the valuation of real and personal property. Its members are the assessor, auditor, and treasurer, ex officio, and two freeholders of opposite political parties, appointed annually by the judge of the circuit court. The assessor is president and the auditor is secretary. 2/

Prior to 1891, there was a county board of equalization, consisting of the board of commissioners and certain other members-- in 1841, the auditor and the assessor; 3/ in 1852, the auditor and the appraiser or appraisers; 4/ in 1872, the auditor and the assessor; 5/ and in 1881, four freeholders from different parts of the county, appointed by the judge of the circuit court. 6/ In 1891 the board of review was created, consisting of the assessor, auditor, and treasurer; in 1895 two freeholders were added to the board; 7/ and the act of 1919 requires the two freeholders to be of opposite political parties.

The board of review holds an annual meeting beginning on the first Monday of June. A majority constitutes a quorum for the transaction of business and may decide any question. At the meeting the auditor submits for examination the assessment list of the county returned by the township assessors, and the county assessor reports all corrections and changes which in his judgment ought to be made, which the board considers and acts upon, and it may, upon its own motion, add omitted property. 8/





Board of Review

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The board adjusts inequalities in the valuation of particular tracts or lots, 9/ hears complaints of owners of personal property, corrects errors in the description and assessment, and passes upon each valuation in the township assessors' lists. 10/ It assesses the capital stock and franchises of corporations in the county, except those assessed by the state board of tax commissioners, such as railroad, telephone, and telegraph companies. 11/

It is the duty of the board to inquire as to the valuation of various classes of property in the townships or any taxing unit, to make such changes as may be necessary, and to determine the amount to be added or deducted in order to make an equitable equalization of valuation throughout the county. If the board shall find the aggregate assessment too high, too low, or unequal, it may set aside the assessment of the whole county, or of any township or taxing unit therein, and order a new assessment. 12/

The auditor, as secretary, is required to keep full and accurate minutes of the proceedings of the board. The changes made by the board are entered in a separate column in the assessment lists. 13/

All the records are located in the auditor's vault in the courthouse.

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1/ Acts 1891, ch. 99, sec. 114.

2/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.

3/ Acts 1841, ch. 1, sec. 18.

4/ 1 Rev. Stat. 1852, ch. 35, sec. 2.



## Board of Review

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- 5/ Acts 1872 (Spec. Sess.), ch. 37, sec. 150.  
6/ Acts 1881 (Spec. Sess.), ch. 96, sec. 129.  
7/ Acts 1895, ch. 36, sec. 2.  
8/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin  
 15700.  
9/ Acts 1919; Burns 64-1205; Baldwin 15704.  
10/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.  
11/ Acts 1919; Burns 64-724; Baldwin 15632.  
12/ Acts 1919; Burns 64-1205; Baldwin 15704.  
13/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin  
 15700.

## 134. RECORD COUNTY BOARD OF REVIEW, 1891--. 2 vols. (1-2).

Record of proceedings of meetings of county board of tax review, showing names of members present, matters on property values, adjustments brought before the board and deliberated upon, and decisions. No index. Hdw. 445 pp. 18 x 13 x 3.



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## XI. BOARD OF TAX ADJUSTMENT

The board of tax adjustment of Switzerland County consists of seven members, chosen in accordance with an act of 1937, as follows; One member of county council, chosen by the council; a member of the board of trustees of the largest town in the county to be selected by such board; one member of the county board of education selected by such board; and four freeholders of the county appointed annually by the judge of the circuit court. No more than four of the seven members may be adherents of the same political party. The board elects its own chairman and vice-chairman, and the auditor acts as clerk, but has not vote in its proceedings. 1/

The board was first created by an act of 1932 2/ and reconstituted by an act of 1933, 3/ with seven members as at present, differing chiefly in qualifications and methods of appointment.

The auditor lays before the board, at its annual meeting beginning the second Monday of September and ending not later than the first day of October, the budgets adopted and the tax levies and rates fixed by the proper authorities of each municipal corporation for the ensuing year. 4/

It is the duty of the board to examine, revise, change, or reduce, but not increase, any budget, tax levy, or rate, holding such budget with the total and amount of revenue to be raised therefore. No change can be made in detailed items, but only in the total amounts budgeted for each office. 5/ The total of all



tax rates on property within any municipal corporation for all municipal corporations for which the property therein is taxable, with certain exceptions, must not exceed the total rate as provided by law. 6/ The board has the right to require officials submitting budget estimates and tax levies and rates, to attend its meeting or to furnish any necessary information, and it may employ an examiner of the state board of accounts to assist in its duties. 7/

The auditor, as clerk, keeps a complete record of all its proceedings. 8/

All the records are located in the auditor's vault in the courthouse.

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- 1/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.
  - 2/ Acts 1932, ch. 10, sec. 4.
  - 3/ Acts 1933, ch. 237, sec. 4.
  - 4/ Acts 1937; Burns, 1937 suppl., 64-310, 64-311; Baldwin, 1937 suppl., 15897-4, 15897-5.
  - 5/ Acts 1937; Burns, 1937 suppl., 64-311; Baldwin, 1937 suppl., 15897-6.
  - 6/ Acts 1937; Burns, 1937 suppl., 64-309; Baldwin, 1937 suppl., 15897-3.
  - 7/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.
  - 8/ Ibid.

135. TAX ADJUSTMENT BOARD RECORD, 1934--.. 1 vol.

Record of board meetings and discussions, showing date of meeting, names of members present, tax prorated under discussion, and decision of board. Arr. chron. Hdw. 350 pp. 12 x 8 x 2.





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## XII. BOARD OF FINANCE

The board of finance of Switzerland County consists of the board of commissioners under the authority of the Depository Act of 1937. The auditor is the secretary, 1/ and the board elects its president. 2/

The board was first created by an act of 1907 3/ and recreated by the Depository Act of 1935. 4/

The board of finance has supervision of all public funds of the county and of the safekeeping and deposit thereof, 5/ and may sue and be sued, in its own name, in any court of competent jurisdiction. 6/ It designates the banks to serve as depositories for county funds. 7/ The board receives monthly statements of county funds on deposit from the banks, 8/ and may, as it sees fit, revoke the commission of any depository at any time. 9/

The board of finance holds an annual meeting on the third Monday in January for its organization, 10/ a biennial meeting on the third Monday in February, in the odd numbered years, for the consideration of proposals of banks as depositories for the ensuing two-year period. 11/

The agents of all boards of finance--county, city, town, school, and township--and of all banks desiring to become depositories, are called together by the president of the county board in a joint meeting biennially, within five days before the date fixed for filing the proposals, for the purpose of making an agreement designating depositories and the amount of deposits in each. The total maximum amount of all public funds controlled



## Board of Finance

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by the several boards in the county is considered as one fund in making deposits in such proportion as the total resources of each depository bear to the total resources of all. The secretary of the county board is the secretary of the joint meeting and records its proceedings in the record of the county board. 12/

The auditor, as secretary of the board of finance, keeps a record of its proceedings 13/

All the records are located in the auditor's vault.

- 
- 1/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.
  - 2/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
  - 3/ Acts 1907, ch. 222, sec. 6.
  - 4/ Acts 1935, ch. 70, sec. 7.
  - 5/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.
  - 6/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
  - 7/ Acts 1937; Burns, 1937 suppl., 61-635, 61-635; Baldwin 1937 suppl., 13844-56, 13844-57.
  - 8/ Acts 1937; Burns, 1937 suppl., 61-638; Baldwin, 1937 suppl., 13844-59.
  - 9/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin 1937 suppl., 13844-57.
  - 10/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
  - 11/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl., 13844-57.
  - 12/ Acts 1937; Burns, 1937 suppl., 61-635; Baldwin, 1937 suppl., 13844-56.
  - 13/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.

136. RECORD BOARD OF FINANCE, 1919--. 2 vols. (1-2).

Monthly statements from depositories to county board of finance, showing date of record, name of depository, amounts deposited and withdrawn, and balance. No index. Typed. 600 pp. 18 x 12 x 5.



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## XIII. SCHOOL FUND BOARD

The school fund board of Switzerland County, as created by an act of 1935, consists of the auditor and the clerk of the circuit court ex officio and one member appointed by the judge of the circuit court for a two-year term. No more than two members of the board may be adherents of the same political party. 1/

Originally, loans from the school funds of Switzerland County were made by the school commissioner, elected by the voters, in accordance with an act of 1831. The school commissioner was a financial agent of the county to manage the school funds and the lands belonging thereto. 2/ This office was abolished in 1852 and the duties divided between the auditor and treasurer. 3/ The auditor had the sole authority to make loans until 1935. 4/

The school fund board makes all loans from the common school and the congressional township school funds to owners of real estate, such loans to be secured by mortgage. The board must satisfy itself, after approval of the title by the county attorney, as to the value of real estate offered in the mortgage, the validity of the title, and whether it is encumbered. 5/ Loans may also be made to the county upon proper authorization by the county council, in certain cases, for a period not exceeding five years. 6/

All the records are located in the auditor's office, in the courthouse.

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## School Fund Board

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- 1/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin 1935 suppl., 6558.  
 2/ Rev. Laws 1831, ch. 86, sec. 6.  
 3/ 1 Rev. State 1852, ch. 98, sec. 133.  
 4/ 1 Rev. Stat. 1852, ch. 98, sec. 34. Acts 1865, ch. 1, sec. 75.  
 5/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 6558.  
 6/ Acts 1901; Burns 28-201; Baldwin 6568, 6569.

## 137. SCHOOL FUND MORTGAGE, SPECIAL AFFIDAVITS, 1935--.

2 file boxes.

Record of meetings of school fund board, showing reports on investigation of property buildings of prospective borrower of school funds, his title right, value of his property holdings, and decision of board as to loan. No index. 10 x 4 x 6.

For other school fund records, see entries 58, 153-56, 174-76.





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## XIV. TREASURER

The treasurer is a constitutional officer elected for a two-year term. No person is eligible to the office of treasurer for more than four years in any six-year period. 1/ He is required to execute his official bond in the penalty of not less than the amount of money which may come into his hands at any time during his term. 2/

Prior to the Consitution of 1851, the office of treasurer was established at the organization of Switzerland County, 3/ The treasurer was appointed by the board of commissioners, under an act of 1824, 3/ The treasurer became an elective officer by an act of 1841. 4/

The treasurer receives all moneys coming to Switzerland County and disburses the same on the proper orders issued and attested by the auditor. 5/ He collects all taxes for state, school, road, or other purposes, due the county on the tax duplicate, 6/ delivered to him by the auditor, 7/ including city taxes, 8/ He sells by public auction real estate 9/ and personal property 10/ for delinquent taxes. He also collects taxes from corporations in the county, 11/ and the excise tax on shares of stock and deposits of banks 12/ and loan associations; 13/ and sells intangible tax stamps for the state board of tax commissioners. 14/

The treasurer makes quarterly reports to the board of commissioners, showing the true amount of money in the county treasury, 15/ a monthly report to the auditor, showing the total amount of cash payments received during the month and the respective accounts



Treasurer

(Next entry 138, page 115)

credited, 16/ semiannual settlements for taxes with the county auditor in May and December 17/ and in accordance therewith pays to the state treasurer in June and December all money due for state purposes; 18/ and makes such other payments to the state treasurer as authorized during the year. 19/ He makes to the auditor, quarterly and at the expiration of his term of office, a sworn report showing specifically the amount of fees collected, 20/ and deposits quarterly with the auditor all orders redeemed. 21/ The treasurer is ex officio a member of Switzerland County Board of Review. 22/

The treasurer keeps separate cashbooks--for taxes and special assessments and for payments for all other purposes. 23/ He is required to keep his books by separate accounts for separate funds or specific appropriations as well as by one general account. 24/

All the records are located in the courthouse.

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1/ Const., art. 6, sec. 2.

2/ 1 Rev. Stat. 1852, Acts 1865, 1919; Burns 49-3101; Baldwin 5518.

3/ Rev. Laws 1824, ch. 23, sec. 1.

4/ Acts 1841, ch. 4, sec. 1.

5/ 1 Rev. Stat. 1852; Burns 49-3103. 49-3111; Baldwin 5550, 5558.

6/ Acts 1919; Burns 64-1502; Baldwin 15748.

7/ Acts 1919; Burns 64-1408; Baldwin 15745.

8/ Acts 1933; Burns 48-1219; Baldwin 11400.

9/ Acts 1919; Burns 64-1516; Baldwin 15770.

10/ Acts 1919; Burns 64-1705; Baldwin 15782.

11/ Acts 1919; Burns 64-1801; Baldwin 15783.

12/ Acts 1933; Burns 64-804; Baldwin 15585.

13/ Acts 1933; Burns 64-827; Baldwin 15608.

14/ Acts 1933; Burns 64-927; Baldwin 15925.

15/ Acts 1895, 1913; Burns 49-1403; Baldwin 7578.



## Treasurer--Tax Collections

(138-139)

- 16/Acts 1919; Burns 64-2101; Baldwin 15802.  
17/Acts 1919; Burns 64-2501; Baldwin 15850.  
18/Acts 1919; Burns 64-2503, 64-2504; Baldwin 15852,  
 15853.  
19/Acts 1859, 1861; Burns 49-1813; Baldwin 15059. Acts  
 1937; Burns, 1937 suppl., 61-626; Baldwin, 1937 suppl., 13844-47.  
20/Acts 1895, 1903, 1913; Burns 49-1402; Baldwin 7577.  
21/1 Rev. Stat. 1852; Burns 49-3114; Baldwin 5513.  
22/Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin  
 15700.  
23/Acts 1919; Burns 64-2401; Baldwin 15802.  
24/1 Rev. Stat. 1852; Burns 49-3109; Baldwin 5554.

## Tax Collections

Personal and Real Property

138. TAX DUPLICATE, 1845--. 273 vols.

Record of taxes assessed for collection, showing name of taxpayer, description of real and personal property, poll, corporation stock, deductions for mortgage indebtedness, special assessments, assessed valuation, first and second installments, total paid, amount returned delinquent, and penalties. Arr. alph. by names of twps. Hdw. 250 pp. 28 x 18 x 2 $\frac{1}{2}$ . Tr. vt.

139. RECAPITULATION OF TAX DUPLICATION, 1899-1909. 2 vols.

(1-2).

Record of erroneously charged taxes and entries made to correct errors, showing number of tax duplicate, names of township and of property owner, amount of error, numbers of volume and page of tax record, total amount of all taxes, amount paid, and date of payment, Arr. chron. Hdw. 140 pp. 24 x 18 x 2. 3rd floor stg. rm.





## Treasurer--Tax Collections

(140-144)

## 140. CASH BOOK OF TAXES, 1911--. 6 vols. (1-6).

Record of cash paid in for taxes, showing date; name of taxpayer; description, location, and value of property; and amount paid.

Arr. by names of twps., thereunder alph. by names of taxpayers.

Hdw. 635 pp. 18 x 17 x 3. Tr. vt.

## 141. TAX RECEIPTS, 1913--. 167 vols.

Record of tax collections, showing date; name of taxpayer; location, description, and value of property; and amount paid. Indexed

alph. by names of taxpayers. Hdw. 400 pp. 14 x 6 x 2 $\frac{1}{2}$ . Tr. off.

## 142. TAX RECEIPT DUPLICATES, 1915--. 200 bdls.

Duplicate tax receipts, showing name and address of taxpayer;

location and assessed value of property; lot and receipt numbers;

personal, poll, and special tax; first or second installment;

exemptions; amount paid; and treasurers' signature. Indexed alph.

by names of taxpayers. Hdw. 6 x 12 x 12. 100 bdls., 3rd floor

stg. rm.; 100 bdls., Tr. vt.

Delinquent

## 143. RECORD OF INSOLVENT TAX, 1868--. 2 vols. (1-2).

Record of non collectable taxes, showing name of delinquent, description of property, amount of tax dropped, and reason for

non payment. Arr. by duplicate numbers. Hdw. 300 pp. 18 x 13 x 3. Tr. off., and 1 vol., Tr. vt.

## 144. DELINQUENT LANDS AND LOTS, 1841-58. 1 vol.

Record of properties on which taxes were due and unpaid at close

of tax period, showing name of owner, description and value of property, and amount of delinquency. No index. Hdw. 120 pp.

12 x 8 x 1. 3rd floor stg. rm.





## Treasurer--Receipts and Disbursements

(145-148)

145. DELINQUENT TAX RECEIPTS, 1916--. 2 file drawers.

Receipts for taxes paid after date of delinquency, showing receipt and tax duplicate numbers, date, description of property, total delinquency, and name of payer. No index. 12 x 13 x 5. Tr. vt.

## Receipts and Disbursements

146. TREASURER'S DAILY BALANCE BOOK, 1872--. 40 vols.

(1-15, and 25 vols. not numbered). Title varies:

## Cash Book

Record of cash received from all sources, showing previous balance, amount of receipts and disbursement, fund debited or credited, and current daily balance. No index. Hdw. 350 pp. 18 x 13 x 3. Tr. vt.

147. APPROPRIATIONS AND DISBURSEMENTS, 1900--. 3 vols.

(1, 2, and 3). 1901-14, missing. Title varies;

## Register of Disbursements.

Record of expenditures from appropriated funds, showing name of fund, date and amount of expenditure, and name of payee. Arr. by order numbers. Hdw. 500 pp. 20 x 15 x 3. 2 vols., 1900-1901 and 1914-24, Tr. vt.; 1 vol., 1924--., Tr. off.

148. CASH BOOK OF DISBURSEMENTS ON AUDITOR'S WARRANTS,

1911-27. 2 vols.

Record of cash paid out on auditor's warrants, showing date warrant number, names of payee and fund, cause, and amount. Arr. by warrant numbers. Hdw. 300 pp. 18 x 13 x 3. Tr. vt.

For subsequent records, see entry 141.



## Treasurer--Receipts and Disbursements

(149-153)

## 149. REGISTER OF WARRANTS BY DEPOSITORIES, 1921--.

3 vols. (1-3).

Record of warrants drawn on depositories, showing date, number and amount of warrant, name of payee, ledger page, and name of depository. No index. Hdw. 320 pp. 17 x 14 x 3. Tr. off.

For prior records, see entry 128.

## 150. WARRANTS, 1928--. 96 bds.

Redeemed warrants, showing date, names of payee and depository, title and amount of fund, and warrant number. No index. 6 x 2 $\frac{1}{2}$  x 3. Tr. vt.

## 151. CHECKS, 1923--. 4 file drawers.

Canceled checks on all funds, such as public welfare expenditures, office supplies, materials, and salaries, showing date; name of payee; amount, title, and purpose of fund; and treasurer's signature. No index. 12 x 18 x 5. Tr. vt.

## 152. JOURNAL, 1841-82. 6 vols.

Record of expenditures on creditors' warrants, showing date, purpose, amount, and names of payee and jurors. No index. Hdw. 200 pp. 16 x 11 x 2. Tr. vt.

School Fund (see also entries 59, 137, 174-76)

## 153. GENERAL RECORD, LEDGER, 1846--. 5 vols.

Record of common school fund loans, on which payments have been made, showing name of payer, date, receipt number, amount of principal and interest paid, and balance. Arr. chron. Hdw. 200 pp. 13 x 7 x 2. Tr. vt.



## Treasurer--Receipts and Disbursements

(154-156)

154. REGISTER OF RECEIPTS, School Fund, 1854-1912.

7 vols. (A-C, 1-4).

Register of school fund receipts, showing cause or purpose of payment, serial number, date, name of payer, and amount.

No index. Hdw. 150 pp. 14 x 8 x 2. 3rd floor stg. m., and Tr. vt.

## 155. REGISTER OF ORDERS, SCHOOL FUND, 1850-91. 6 vols.

(B-F, and 1).

Register of school fund money paid to county treasurer, showing date, name of payer and of fund, and amount. No index. Hdw.

250 pp. 14 x 9 x 2. Tr. vt.

156. LEDGER, School Fund, 1841-87. 8 vols. (A-C, and 2).

Record of school expenditures, showing amounts paid for building repairs, school supplies, materials, and salaries of teachers.

Indexed alph. by names of funds. Hdw. 250 pp. 16 x 14 x 2.

Tr. vt.



(Next entry 157, page 122)

## XV. AUDITOR

The auditor is a constitutional officer, elected for a four-year term. No person is eligible to the office of auditor for more than eight years in any twelve-year period. 1/ He is required to post bond in the amount of ten thousand dollars approved by and filed with the county commissioners. 2/

Prior to the Constitution of 1851, this office was established by the legislature in 1841. 3/

The auditor is the financial agent of the county and the routine administration of county affairs centers in his office, through which all financial transactions are conducted.

The principal functions of the auditor are fourfold: As a county "controller", he keeps the accounts of the county and issues warrants for all claims allowed by the commissioners, by court order, 4/ or otherwise as statutes provide. 5/ Ex officio he is clerk to the board of commissioners, 6/ the county council, 7/ and the board of tax adjustment, 8/ and secretary of the board of finance. 9/ He is also a member and the secretary of the board of review, 10/ and a member of the school fund board. 11/ As a tax officer, he prepares the official tax duplicates, 12/ certifies to the treasurer the amount of taxes due from banks; 13/ and, if the board of tax adjustment fails to complete its duties on time or to reduce the rate to the legal maximum, fixes the tax rate within any municipal corporation in the county. 14/ As budget officer he compiles estimates made to him by each county agency; keeps them on







Auditor

(Next entry 157, page 122)

file for one month, subject to inspection by any taxpayer; and submits them with his recommendations to the county council at its annual meeting. 15/

Other duties are: Managing the common school and the congressional township school funds, with the exception of making loans; 16/ preparing the ditch duplicate, covering assessments for construction or repair of ditches and drains; 17/ issuing licenses to peddlers, shows, and theaters, 18/ and permits for public warehouses; 19/ acknowledging deeds and mortgages executed for the security of trust fund loans; 20/ and approving bonds of township trustees. 21/

The auditor keeps a record of all the financial transactions of his office in cashbooks, 22/ warrant books, 23/ and fee books, 24/ and in such separate books as prescribed by statute. He is required to keep separate accounts for each specific item of appropriation by the county council 25/ and an accurate account current, with the treasurer, of county funds. 26/ He also keeps a transfer book, arranged by townships, cities, and towns, of all land conveyances in the county. 27/ He keeps the records of all the board of which he is clerk or secretary and must preserve the documents, books, papers, and maps deposited in his office. 28/

All the records are located in the courthouse.

1/ Const., art. 6, sec. 2.

2/ Acts 1889; Burns 49-3003; Baldwin 5417.

3/ Acts 1841, ch. 2, sec. 1.

4/ Acts 1897; Burns 26-809; Baldwin 5257.

5/ 1 Rev. Stat. 1852; Burns 49-3005; Baldwin 5419.



## Auditor--Audits and Reports

(157)

- 6/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418.
- 7/ Acts 1899; Burns 26-509; Baldwin 5373.
- 8/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.
- 9/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.
- 10/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.
- 11/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 6558.
- 12/ Acts 1919; Burns 64-1403; Baldwin 15740.
- 13/ Acts 1933; Burns 64-310; Baldwin 15591.
- 14/ Acts 1937; Burns, 1937 suppl., 64-314; Baldwin, 1937 suppl., 15897-8.
- 15/ Acts 1899; Burns 26-520; Baldwin 5384.
- 16/ Acts 1865; Burns 28-105; Baldwin 6511. Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 6558.
- 17/ Acts 1933; Burns 27-134; Baldwin 5770.
- 18/ 1 Rev. Stat. 1852; Burns 42-204; Baldwin 10447.
- 19/ Acts 1875, 1879 (Spec. Sess.); Burns 67-201; Baldwin 16208.
- 20/ 1 Rev. Stat. 1852; Burns 49-3011; Baldwin 5425.
- 21/ Acts 1915; Burns 65-103; Baldwin 18061.
- 22/ Acts 1895; Burns 49-1401; Baldwin 7576.
- 23/ 1 Rev. Stat. 1852; Burns 49-3005; Baldwin 5419.
- 24/ Acts 1895; Burns 49-1306; Baldwin 7569.
- 25/ Acts 1899; Burns 26-523; Baldwin 5387.
- 26/ 1 Rev. Stat. 1852; Burns 49-3010; Baldwin 5423.
- 27/ Acts 1919; Burns 64-1409; Baldwin 15746.
- 28/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418.

## Audits and Reports

157. FIELD EXAMINER'S REPORT, 1930--. 10 file boxes.

Reports of field examiners of state board of accounts, showing date of examination, period covered, financial condition found, title of funds examined, and signatures of field examiner.. No index.  
4 x 7 x 11. Aud. vt.



## Auditor--Receipts and Disbursements

(158-162)

## 158. PROSECUTOR'S REPORTS OF FEES, 1935--. 2 file boxes.

Report of prosecutor of fees charged, showing date, title of cause, amount, and names of fund and payer. No index. 4 x 7 x 11. Aud. vt.

## Receipts and Disbursements

## 159. RECORD OF MONTHLY BALANCES, 1914--. 3 vols. (1-3).

Record of monthly balances, showing previous balance, amounts received and disbursed, name of fund debited or credited, and current balance. No index. Hdw. 245 pp. 18 x 17 x 1 $\frac{1}{2}$ . Aud. vt.

## 160. CASH AND FEE BOOK, 1895--. 3 vols. (4, and 2 vols. not numbered).

Record of cash receipts from all county revenues, showing date, amount and source of revenue, fund credited, and total. Arr. chron. Hdw. 640 pp. 18 x 13 x 3. 1 vol., 1895-1906, 3rd floor stg. rm.; 2 vols., 1906--. Aud. vt.

## 161. RECORD OF RECEIPTS, 1912-24. 3 vols. (1-3).

Record of county funds received, showing date, amount and title of fund, name of payer, and cause of payment. No index. Hdw. 100 pp. 25 x 18 x 1  $\frac{3}{4}$ . 3rd floor stg. rm.

## 162. RECEIPTS OF EXPENDITURES, 1814--. 17 vols. (1-4, 1-5, 1-6, and 2 vols. not numbered). Title varies: Journal of Expenditures.

Record of disbursement of appropriations, showing appropriation and receipt numbers, date and number of order, name of payee, purpose, and fund debited or credited. Arr. chron. Hdw. 600 pp. 18 x 16 x 3. Aud. vt.





Auditor--Taxes

(163-167)

163. RECORD OF RECEIPTS, APPROPRIATIONS, AND DISBURSEMENTS,  
1917--. 31 vols.

Ledger of appropriations and amounts prorated to the various county funds, showing date of transaction, number and amount of appropriation, fund debited and credited, and amount. Indexed alph. by names of funds. Hdw. 500 pp. 18 x 13 x 3. Aud. vt.

164. REGISTER OF WARRANTS ISSUED, 1911--. 2 vols. (1-2).

Record of warrants drawn against county funds, showing date and number of warrant, name of payer, amount and title of account or fund, and date of redemption. No index. Hdw. 245 pp. 18 x 12 x 3. Aud. vt.

165. CANCELED WARRANTS, 1826-1928. 4 file boxes.

Paid original warrants, showing date, number and amount of warrant, name of payee, purpose, and title of fund. No index. 2 box, 36 x 27 x 16; 3 boxes, 42 x 29 x 27. 3rd floor rec. rm.

Taxes

Appraisements

166. TRANSFER BOOKS, 1814--. 90 vols.

Record of real estate transfers, showing date, names of grantor and grantee, description and location of property, amount of consideration, and signatures. Indexed alph. by names of grantees. 1814-1910, hdw.; 1911--, typed. 200 pp. 18 x 13 x 1½. Aud. vt.

167. TRANSFER OF REAL ESTATE, 1826--. 4 file boxes.

Original real estate transfers, showing date, names of grantee and grantor, description and location of property, amount of consideration, and transfer number to tax record. No index. 3 boxes, 42 x 29 x 27. 1 box, 36 x 27 x 16. 3rd floor. stg. rm.





## Auditor--Taxes

(168-171)

## 168. VALUATION RECORD, 1891. 1 vol.

Record of value of real and personal property in townships on April 1, 1891, showing name of property owner; values of land, improvements, and personal property; and total value. Arr. by names of twps. Hdw. 400 pp. 18 x 16 x 3. Stg. rm.

Returns

## 169. RECORD OF AFFIDAVIT OF MORTGAGE INDEBTEDNESS 1903--.

2 vols. (1-2).

Record of affidavits of persons seeking tax exemptions because of mortgages, showing names of mortgagor and mortgagee, description and location of real estate, and amount of mortgage exemption. Indexed alph. by names of mortgagors. Hdw. 325 pp. 18 x 13 x 3. Aud. vt.

Lists

## 170. ASSESSOR'S BOOKS, 1848--. 330 vols.

Tax assessors' books, showing names of township, district, and property owner; description and location of real estate; value of land and improvements; and total value. Indexed alph. by names of property owners. Hdw. 75 pp. 17 x 11 $\frac{1}{2}$  x 1 $\frac{1}{4}$ . 300 vols., 1848-1927, 3rd floor stg. rm.; 30 vols., 1928--, Comr. rm.

## 171. ASSESSMENT, 1884--. 354 vols.

Record of assessments of real and personal property, showing names and address of owner; description and location of real and personal property; and value, total value, and amount of mortgage exemption. Indexed alph. by names of property



Auditor

175. SCHOOL FUND LOAN CONTRACT, 1878-- . 20 file boxes.  
School fund original mortgages, showing serial number, names of mortgagor and mortgagee, amount of loan, description and location of property mortgaged, mortgage agreement, and signatures.  
No index. 4 x 7 x 11. Aud. vt.

176. PERMANENT ENDOWMENT FUND, 1903-13. 1 vol.  
Record of endowment funds, showing amount of loan, rate of interest, date due, date of payment, and name of grantor. Indexed alph. by names of grantors. Hdw. 390 pp. 16 x 12 x 3. Aud. vt.



Auditor --School Funds

(172-174)

owners, under township groups. Hdw. 600 pp. 14 x 8 x  $3\frac{1}{4}$ .  
 254 vols., 1884-1928, 3rd floor stg. rm.; 100 vols., 1928--,  
 Comr. off.

172. ASSESSMENT LISTS, 1860-1920. 3 boxes and 16 drawers.  
 Lists of assessments of real and personal property, and poll tax,  
 showing date, name of owner, list of personal property, valuation  
 by owner and assessor, and signatures. No index. 5 drawers, 20 x  
 18 x 18; 5 drawers, 20 x 6 x 18; 1 box, 27 x 11 x 11; 1 box, 27 x  
 16 x 16; 1 box, 22 x 11 x 13. 3rd floor stg. rm.

Delinquent and Erroneous

173. ADVERTISING RECORD, 1899--. 2 vols. (4, 4).  
 Record of advertisements for sale of tax delinquent lots and lands,  
 showing name of owner, description of property, amount of delinquency,  
 cost of advertising, and value of land and improvements. No index.  
 Hdw. 300 pp. 18 x 12 x 2. Aud. vt.

School Funds  
 (See also entries 58, 137, 153-56)

174. REGISTER OF LOANS, [School Fund], 1850--. 11 vols.  
 (§ sets A-C, D, and 1 vol. not numbered).  
 Record of school fund loans on real estate, showing name of owner;  
 description, location, and value of real estate; amount of loan;  
 and date. Indexed alph. by names of borrowers. Hdw. 400 pp.  
 14 x 11 x 3. Aud. vt.



(Next entry 177, page 129)

## XVI. REGISTRATION OFFICER

The registration officer of Switzerland County is the clerk of the circuit court, ex officio, by authority of an act of 1933. 1/

The Constitution of 1851 proscribed the qualifications of voters 2/ and an amendment of 1881 enjoined the general assembly to provide for the registration of all persons entitled to vote. 3/ Various laws for registration have been enacted: An act of 1867, establishing a township board of registry 4/ was repealed in 1869; 5/ acts of 1889 6/ and 1891, 7/ providing for registration in the office of the clerk of the circuit court, were declared unconstitutional in 1890 8/ and 1896, 9/ respectively; an act of 1911, providing for a precinct registration board, 10/ was repealed in 1917; 11/ an act of 1917, creating a board of registration commissioners, generally called the registration board, consisting of the clerk of the circuit court and two qualified electors appointed by him, one from each of the major political parties, 12/ was abolished in 1919 13/ and succeeded by precinct boards established by an act of that year; 14/ an act of 1925 created a registration board, consisting of the auditor and a person of opposite political faith, appointed by him. 15/ In 1927 all preceding acts from 1919 were repealed. 16/ The present system was established by the act of 1933, amended in 1935. 17/

The registration officer has full charge and control of the registration of the voters and provides all the necessary books





Registration Officer

(177)

and supplies for the registering of voters. 18/

Records compiled under the early laws outlined above are in the custody of the officer charged with their care, either the auditor or the clerk. Current records are in the office of the clerk of the circuit court as ex-officio registration officer. 19/

All the records are located in the courthouse.

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- 1/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.
  - 2/ Const., art. 2, sec. 2.
  - 3/ Const., art. 2, sec. 14.
  - 4/ Acts 1867, ch. 51, sec. 2.
  - 5/ Acts 1869 (Spec. Sess.), ch. 31, sec. 1.
  - 6/ Acts 1889, ch. 87, sec. 13.
  - 7/ Acts 1891, ch. 144, sec. 1.
  - 8/ 125 Ind. 281.
  - 9/ 144 Ind. 423.
  - 10/ Acts 1911, ch. 150, sec. 3.
  - 11/ Acts 1917, ch. 139, sec. 47.
  - 12/ Ibid., sec. 4.
  - 13/ Acts 1919, ch. 150, sec. 1.
  - 14/ Ibid., ch. 186, sec. 4.
  - 15/ Acts 1925, ch. 138, sec. 1.
  - 16/ Acts 1927, ch. 195, sec. 1.
  - 17/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.
  - 18/ Acts 1933; Burns 29-309; Baldwin 7307.
  - 19/ Acts 1933; Burns 29-315; 29-316; Baldwin 7313, 7314.

177. REGISTER OF NOTICE TO HOLD RESIDENCE, 1890-91. 1 vol.

Record of notices to hold residence, showing date of notice, and names of voter, township, city or town, precinct, and street. Indexed alph. by names of voters. Hdw. Condition poor. 250 pp.

16 x 11 x 1 $\frac{1}{2}$ . Clk. vt.



## Registration Officer

(178-180)

## 178. REGISTER OF NOTICE TO BECOME A VOTER, 1890-92. 1 vol.

Register of notices of residents to become voters, showing date of notice, and name, age, address, ward, and precinct of voter.

Indexed alph. by names of voters. Hdw. 150 pp. 16 x 11 x 1 $\frac{1}{2}$ .

Stg. rm.

## 179. REGISTER OF VOTERS, 1934--. 35 vols.

Register of voters, showing name, address, age, nationality, township, ward, precinct, and registration number of voter.

Indexed alph. by names of voters. Hdw. 50 pp. 14 x 10 x 1.

Clk. vt.

## 180. RECORD OF ABSENT VOTERS, 1918--. 2 vols. (1, and 1, vol. not numbered). 1926-35, missing.

Record of absent voters, showing name, address to which ballot was mailed; dates of ballot, application, and delivery; and names of inspector, township, and precinct. No index. Hdw. Condition fair. 100 pp. 15 x 19 x 2. Clk. vt.



## XVII. BOARD OF PRIMARY ELECTION COMMISSIONERS

The board of primary election commissioners of Switzerland County was established by an act of 1915. The board consists of the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. The primary election commissioners serve as election commissioners at the election for which nominations in the primary are made. 1/

The board prepares and distributes the primary ballots and supervises primary elections for the nomination of candidates for judicial, legislative, county, township, and city offices, and for the election of party officers and delegates. 2/

Record of primary election matters are filed in the office of the clerk of the circuit court (a member of the board of primary election commissioners) for preservation as provided by statute. 3/

All the records are located in the clerk's vault in the courthouse.

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1/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.

2/ Acts 1915; Burns 29-501; Baldwin 7187. Acts 1915, 1917; Burns 29-504; Baldwin 7190. Acts 1915, 1937; Burns, 1937 suppl., 29-515; Baldwin, 1937 suppl., 7201. Acts 1933; Burns 29-1807; Baldwin 11639.

3/ Acts 1889; Burns 29-1009; Baldwin 7113. Acts 1911, 1913, 1915; Burns 29-2508; Baldwin 7445. Acts 1911; Burns 29-2510; Baldwin 7447.



## Board of Primary Election Commissioners

(181)

181. PRIMARY ELECTION RECORD, 1916---. In Election Record,  
entry 183.

Record of vote of officers by precinct and township, showing  
date, name of candidate, and number of votes.





## XVIII. BOARD OF CANVASSERS

The board of canvassers of Switzerland County, consisting of the election commissioners, was established by an act of 1905. 1/ The members are the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. 2/ The board elects its own chairman and its clerk is the clerk of the circuit court. 3/

Prior to 1905, the board of canvassers, as first established under the authority of the revised statutes of 1852, consisted of all the precinct inspectors of election of the county. 4/

The members of the board are required to assemble at six o'clock, p.m., on the day of each election to canvass and estimate the certificates, poll lists, and tally papers returned by the election inspectors; 5/ to tabulate therefrom the votes of the county; 6/ and to declare in a certified statement the candidates elected in the county. 7/

Such certificates, together with a statement of all votes tabulated, canvass sheets, poll books, and tally papers, are delivered to the clerk of the circuit court and filed and preserved by him in his office, open to the inspection of any legal voter. 8/

The records are located in the clerk's vault in the courthouse.

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1/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.  
2/ Acts 1889; Burns 29-1002; Baldwin 7109.  
3/ Acts 1905; Burns 29-1402; Baldwin 7378.



- 4/ 1 Rev. Stat. 1852, ch. 31, sec. 32.
- 5/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.
- 6/ Acts 1905; Burns 29-1404; Baldwin 7380.
- 7/ Acts 1905; Burns 29-1405; Baldwin 7381.
- 8/ Acts 1905; Burns 29-1404; Baldwin 7380.

182. ELECTION RETURNS, 1906--. In Election Records, entry 183.

Record of election returns, showing date, name of candidate, and number of votes received.



## XIX. BOARD OF ELECTION COMMISSIONERS

The board of election commissioners of Switzerland County was established by an act of 1889. The board consists of the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. 1/ The primary election commissioners, since 1915, serve as the election commissioners at general elections. 2/ The board of election commissioners, since 1905, constitutes the board of canvassers. 3/

The board supervises general elections and prints and distributes ballots for the election of county officers. The ballots are prepared in accordance with petitions for placing candidates' names on the ballot and with certificates of nomination by convention or primary election, as filed with the clerk of the circuit court. 4/

Records of all general elections are filed in the office of the clerk of the circuit court (a member of the board of election commissioners) for preservation as provided by statute. 5/

All the records are located in the clerk's vault in the courthouse.

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1/ Acts 1889; Burns 29-1002; Baldwin 7109.

2/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.

3/ Acts 1905; Burns 29-1401; Baldwin 7377.

4/ Acts 1889; Burns 29-1002; Baldwin 7109. Acts 1899, 1933; Burns 29-1003; Baldwin 7110.

5/ Acts 1889; Burns 29-1009; Baldwin 7113. Acts 1911, 1913, 1915; Burns 29-2508; Baldwin 7445. Acts 1911; Burns 29-2510; Baldwin 7447.



## Board of Election Commissioners

(183-184)

183. ELECTION RECORDS, 1890--. 2 vols. (1-2).

Election records and returns. Contains: Primary Election Record, entry 181; Election Returns, entry 182; Election Record, General, entry 184. Indexed alph. by names of offices and candidates. Hdw. 624 pp. 18 x 13 x 3.

184. ELECTION RECORD, GENERAL, 1890--. In Election Records, entry 183.

Record of general elections, showing date, name of candidate, and number of votes received.





## XX. BOARD OF EDUCATION

The board of education of Switzerland County, under the authority of an act of 1877, consists of the county superintendent of schools, the township trustees, and the chairman of school trustees of each city and town of the county. The majority of the members constitutes a quorum, and the superintendent of schools presides at its meetings and has a vote on all questions. 1/

The board was first established by an act of 1873 with the same membership except that all the school trustees of each town and township of the county were members. 2/

The board meets semiannually on the first day of May and September to consider the general needs of the schools and to provide for the maintenance of school property and purchase of furniture, books, maps, charts, and other supplies. 3/ It may purchase text-books from publishers and sell them to pupils at cost 4/ or rent them to pupils at not to exceed twenty-five per cent of the retail price. 5/

All the records are located in the office of the superintendent of schools in the courthouse.

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1/ Acts 1873, 1877; Burns 28-801; Baldwin 5983.

2/ Acts 1873, ch. 25, sec. 8.

3/ Acts 1873, 1877; Burns 28-801; Baldwin 5983.

4/ Acts 1921; Burns 28-614; Baldwin 6692.

5/ Acts 1935; Burns, 1937 suppl., 28-638; Baldwin, 1935 suppl., 6692-1.



## 185. BOARD MEETINGS, 1864--. 2 vols.

Record of proceedings and actions taken by the county board of education, showing date of meeting, names of members present, recommendations presented, business transacted and time and place of next meeting. Arr. chron. Hdw. 250 pp. 16 x 10 x 1 $\frac{1}{2}$ .

## 186. SUPERINTENDENT'S RECORD, 1934--. 1 vol.

Report of superintendent of schools, showing business transactions, names of all board members, appointment of new officers, and time and place of next meeting. Arr. chron. Hdw. 525 pp. 18 x 14 x 3.



(Next entry 187, page 140,

## XXI. SUPERINTENDENT OF SCHOOLS

The superintendent of schools of Switzerland County is elected by the township trustees for a four-year term, under the authority of an act of 1899 and later amendments, which increased his powers as originally defined in an act of 1873. 1/ No person is eligible to the office of superintendent of schools who has not had five years' successful experience as a teacher and who does not hold a first or second grade superintendent's license. 2/ The superintendent must execute a bond of five thousand dollars, approved by the auditor. 3/

Prior to 1899, the board of commissioners, by an act of 1853, appointed one to three school examiners for the county; 4/ by an act of 1861, one school examiner. 5/ The title of school examiner was changed to superintendent of schools and the power of appointment was transferred to the township trustees, by an act of 1873. 6/

The superintendent exercises general supervision of the schools outside of incorporated cities and towns of Switzerland County. 7/ His duties are to visit the schools in session for the purpose of increasing their usefulness and raising their standards as uniformly as practicable; 8/ to conduct county teachers' institutes 9/ and conduct and preside over township institutes; 10/ to report as to teachers' preparation, experience, and license before they are employed; 11/ to compile the enumeration of pupils of the county 12/ and from such returns make out the apportionment of the school revenues; 13/ and to carry out the orders of the state board of education and the state superintendent of public instruction. 14/



He is ex-officio member of the county board of education and presides at its meetings. 15/

The superintendent keeps a record of minutes of his proceedings 16/ and a complete record of licenses held by all regular school teachers, date of employment, and their success grades. 17/

All the records are located in the <sup>office of the</sup> superintendent of schools' office in the courthouse.

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1/ Acts 1873, ch. 25, secs. 3-4, 6-8. Acts 1899, 1911, 1913; Burns 28-702; Baldwin 5931.

2/ Acts 1935; Burns, 1937 suppl., 28-701; Baldwin, 1935 suppl., 5933-1.

3/ Acts 1899, 1911, 1913; Burns 28-702; Baldwin 5931.

4/ Acts 1853, ch. 106, sec. 6.

5/ Acts 1861, ch. 41, sec. 32.

6/ Acts 1873, ch. 25, sec. 2.

7/ Acts 1873; Burns 28-1401; Baldwin 5973. Acts 1899; Burns 28-705; Baldwin 5940.

8/ Acts 1899; Burns 28-704; Baldwin 5938.

9/ Acts 1907, 1929, 1933; Burns 28-4402; Baldwin 6725.

10/ Acts 1899; Burns 28-706; Baldwin 5942.

11/ Acts 1927, 1933; Burns 28-4309; Baldwin 6005.

12/ Acts 1865, 1873, 1895; Burns 28-702; Baldwin 5948.

13/ Acts 1865; Burns 28-715; Baldwin 5949.

14/ Acts 1899; Burns 28-704; Baldwin 5938.

15/ Acts 1873, 1877; Burns 28-801; Baldwin 5933.

16/ Acts 1915; Baldwin 5945.

17/ Acts 1923; Burns 28-4217; Baldwin 5928.

#### Activities and Reports

187. COUNTY REPORTS TO STATE SUPERINTENDENT, 1918--. 2 file boxes; 1 file drawer.

Reports of county superintendent of schools to state superintendent of public instruction, showing date of report, names of teachers and schools, and statistical report. No index. Condition fair. File boxes, 12 x 7 x 5; drawers, 14 x 14 x 18.





## 188. STATISTICAL REPORT, 1918--. 2 file boxes.

Statistical report on the conditions of all schools in county, showing number and names of pupils and teachers, and total operating expense. No index. Condition fair. 12 x 7 x 5.

## 189. FINANCIAL REPORT, 1918--. 2 file boxes.

Reports from trustees to county superintendent of schools, showing date of report, names of township and trustee, total cost of operations, and estimate on future expenditures. No index. Condition fair. 12 x 7 x 5.

## 190. INDIANA ELEMENTARY SCHOOL RECORD, 1933--. 1 file drawer.

Report of elementary school teachers to superintendent of schools, showing date of report; number of pupils enrolled in each school; and grade, name, address, and age of pupil. Arr. chron. Condition fair. 14 x 14 x 18.

## 191. STATE AID CLAIMS AS REPORTED BY THE TRUSTEES AND COUNTY SUPERINTENDENT OF SCHOOLS, 1927. 1 file drawer.

Claims filed by trustees with superintendent of schools for state aid, and a financial report on approved expenditures, showing date, amount and purpose of claim, and expenditures. No index. Condition fair. 14 x 14 x 18.



(Next entry 192, page 143)

## XXII. HEALTH COMMISSIONER

The health commissioner of Switzerland County is elected by the board of commissioners for a four-year term, under the authority of an act of 1909. 1/ He must be a licensed physician, well informed in sanitary science and hygiene, and skilled in the preventive management of infectious and contagious diseases. He is required to pass an examination in hygiene and sanitary science, prescribed by the state board of health, 2/ and to give bond in the amount that the board of commissioners determines. 3/

From 1881 to 1909 the board of commissioners constituted ex officio the county board of health and elected annually a secretary, who was a physician and served as health officer. 4/ An act of 1891 enlarged the duties of the board and its secretary was its executive officer. 5/ The act of 1909 abolished the board of health.

The health commissioner enforces the health laws of the state and the rules and regulations of the state board of health, 6/ oversees inspection of food and drugs, 7/ condemns buildings unfit for human habitation, 8/ and issues burial permits. 9/ He makes inspections of all public buildings and institutions and of private property; investigates the presence, source, and cause of disease, and establishes quarantine; if necessary, closes schools and churches and forbids public gatherings in orders to prevent epidemics; and protects the public health in all reasonable and necessary ways. He makes monthly reports of his work to the state board of health. 10/



## Health Commissioner--Vital Statistics

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The health commissioner collects, records, and reports the vital statistics of the county, and keeps full and permanent records of the public health work and of his reports. 11/

(An act of 1935, effective January 1, 1938, changed the title of health commissioner to health officer and augments his duties and powers.) 12/

All the records are located in the health commissioner's office, at residence of Dr. L. H. Bear, Vevay, Ind.

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- 1/ Acts 1891, 1909; Burns 35-108; Baldwin 8402.
  - 2/ Acts 1891, 1909; Burns 31-110; Baldwin 8404.
  - 3/ Acts 1891, 1909; Burns 35-108; Baldwin 8402.
  - 4/ Rev. Stat. 1881, sec. 4993.
  - 5/ Acts 1891, ch. 15, sec. 8.
  - 6/ Acts 1891, 1909; Burns 35-111; Baldwin 8405.
  - 7/ Acts 1907; Burns 35-1207; Baldwin 8476.
  - 8/ Acts 1917; Burns 35-1801; Baldwin 8563.
  - 9/ Acts 1907, 1913; Burns 35-115; Baldwin 8398.
  - 10/ Acts 1891, 1909; Burns 35-111; Baldwin 8405.
  - 11/ Ibid. Acts 1891, 1909; Burns 35-108; Baldwin 8402.
  - 12/ Acts 1935; Burns, 1937 suppl., 35-118 to 35-129; Baldwin, 1935 suppl., 8404-1 to 8404-12.

## Vital Statistics

## 192. RECORD OF BIRTHS, 1882--. 7 vols.

Record of births, showing names of parents; date and place of birth, sex, and color of child; and number of births in family. Indexed alph. by names of children. Edw. 250 pp. 18 x 12 x 1 $\frac{1}{2}$ .



## 193. MARRIAGE RECORD, 1882--. 3 vols.

Record of marriages, showing date of marriage, names and addresses of bride, groom, parents, and person officiating; and dates of birth, and nationality of bride and groom. Indexed alph. by names of grooms. Hdw. 350 pp. 16 x 12 x 2.

For other marriage records, see entries 15-18.

## 194. CONTAGIOUS DISEASES, 1882--. 2 vols.

Record of contagious diseases, showing names of patient and physician, nature of disease, dates quarantined and released, and physician's report. Arr. alph. by names of patients. Hdw. 325 pp. 16 x 12 x 2 $\frac{1}{2}$ .

## 195. RECORD OF DEATHS, 1882--. 12 vols.

Death records, showing names of deceased and physician, date of death, cause and place of death, sex and color of deceased, and complete family history. Indexed alph. by names of deceased. Hdw. 200 pp. 18 x 12 x 2.





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## XXIII. DEPARTMENT OF PUBLIC WELFARE

The department of public welfare of Switzerland County, created by the legislature in 1936, is administered by a board of public welfare. 1/ The department may sue or be sued in its own name. 2/

Previous to the creation of the department of public welfare, an old-age pension system was administered by the board of commissioners, under an act of 1933, 3/ and child welfare, by the board of children's guardians, under an act of 1901. 4/ These duties, together with the right of advisory inspection of public institutions formerly belonging to the board of charities and corrections, under an act of 1899, 5/ were consolidated in the new department. 6/

The board of public welfare consists of five persons having a recognized interest in and knowledge of the problems of public welfare, who must be residents of the county for two years prior to appointment. The members are appointed by the judge of the circuit court; at least two must be women and not more than three may be adherents of any one political party. The terms of the first appointees are: One for one year, two for two years, and two for four years; and thereafter the terms are four years. The board holds a regular meeting once a month, the August meeting to be known as the annual meeting, and it may hold other meetings pursuant to call. 7/ Its duties are to appoint the director of public welfare who is the executive and administrative officer of the department and serves as secretary of the board; 8/ to receive and administer gifts and bequests of personal property



## Department of Public Welfare

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and income from real estate for the benefit of children under its supervision or of any home or institution caring for neglected or dependent children under its supervision; to invest any funds so received by it, such investments being kept in a special fund and not commingled with funds received from taxation; 9/ and to adopt an annual budget for the department for consideration by the county council. 10/

The director of public welfare must give bond not to exceed five thousand dollars, approved by the judge of the circuit court and filed in the office of the clerk. 11/ He appoints with the approval of the board, all assistants in the department from eligible lists established by the state department, and fixes their salary. 12/ As executive officer of the department, he exercises all the rights, powers, and duties conferred by law on the department under the rules, regulations, and orders of the state and county boards, 13/ and compiles the annual budget for submission to the board. 14/ The director of public welfare performs the functions of probation officer or agent of the court in welfare matters under the supervision of any court having jurisdiction. 15/

The department of public welfare is charged with the administration of assistance to dependent children in their own homes; old-age assistance; services and assistance to persons otherwise handicapped; the care and treatment of dependent, neglected, and handicapped children; children in danger of becoming delinquent; and such other welfare activities as are



## Department of Public Welfare

(Next entry 196, page 149)

delegated to it by the state department including services connected with assistance to the blind. The department makes reports to the state department as directed by the latter. 16/ The department also administers provisions and benefits of the Federal "Social Security Act" of August 14, 1935. 17/

All expenditures for assistance and administration of the department are paid from the county welfare fund raised by a separate tax levy, 18/ to which are added such repayments as may be made under legal liability by recipients, their parents, children, or other persons liable for their support. 19/ The county receives reimbursement of certain proportions of its expenditures from the state, and a part of any Federal funds granted to the state, 20/ to be paid into the county welfare fund. All claims for administrative expenses are subject to allowance by the board of commissioners. Claims for assistance are not so subject but are determined by the department and approved by the director. 21/

The auditor keeps the records relating to the county welfare fund and other financial transactions. 22/ The department keeps such records and accounts relating to assistance as the state department prescribes. 23/ All records, except applications for assistance, awards, and modification and revocation of awards, are confidential. 24/

All the records are located in the welfare office, second floor of First National Bank Building, Vevay, Ind.

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- 1/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117; Baldwin, 1937 suppl., 14078-18.
- 2/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1122; Baldwin, 1937 suppl., 14078-23.
- 3/ Acts 1933, ch. 36, sec. 2.
- 4/ Acts 1901, ch. 173, secs. 1-2, 5.
- 5/ Acts 1899, ch. 34, secs. 1, 3.
- 6/ Acts 1936 (Spec. Sess.); 1937; Burns, 1937 suppl., 52-1121; Baldwin, 1937 suppl., 14078-22. Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1410; Baldwin, 1937 suppl., 14078-222.
- 7/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1128; Baldwin, 1937 suppl., 14078-19.
- 8/ Acts 1936 (Spec. Sess.); 1937; Burns, 1937 suppl., 52-1119; Baldwin, 1937 suppl., 14078-20.
- 9/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1122; Baldwin, 1937 suppl., 14078-23.
- 10/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1302; Baldwin, 1937 suppl., 14078-99.
- 11/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1119; Baldwin, 1937 suppl., 14078-20.
- 12/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1123; Baldwin, 1937 suppl., 14078-24.
- 13/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1126; Baldwin, 1937 suppl., 14078-27.
- 14/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1302; Baldwin, 1937 suppl., 14078-99.
- 15/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1120; Baldwin, 1937 suppl., 14078-21.
- 16/ Ibid.
- 17/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1113; Baldwin, 1937 suppl., 14078-14.
- 18/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1301; Baldwin, 1937 suppl., 14078-98.
- 19/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1263; Baldwin, 1937 suppl., 14078-94.
- 20/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1219, 52-1242, 52-1254; Baldwin, 1937 suppl., 14078-50, 14078-80, 14078-65, Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1124a; Baldwin, 1937 suppl., 14078-24a.
- 21/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1124; Baldwin, 1937 suppl., 14078-25.
- 22/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1401; Baldwin, 1937 suppl., 14078-113.
- 23/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1260; Baldwin, 1937 suppl., 14078-91.
- 24/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1262; Baldwin, 1937 suppl., 14078-93.





## Department of Public Welfare

(196-200)

## 196. MINUTE BOOK, 1936--. 1 vol.

Minutes of meetings of board of public welfare, showing date of meeting, members present, nature of business transacted, recommendations submitted, and if approved or rejected. Arr. chron. Typed. 570 pp. 18 x 14 x 3.

## 197. REGISTER OF ALL APPLICATIONS, 1936--. 1 vol.

Record of applications for relief filed with board of public welfare, showing date filed; application, code, and serial numbers; name, address, complete history, and nationality of applicant; and disposition of case. Arr. alph. by names of applicants. Hdw. 300 pp. 14 x 8 x 1 $\frac{1}{2}$ .

## 198. CASE RECORD, 1936--. 1 file drawer.

Applications for relief, showing date of filing; case number; nature of relief applied for; and name, address, age, color, and birth place of applicant. Arr. by case nos. 30 x 16 x 10.

## 199. LEGAL OPINIONS, 1936--. 1 file drawer.

Record of information gathered by board, showing eligibility of applicant for relief, source of information, and decision of board. Arr. by application nos. 30 x 16 x 10.

## 200. THE COUNTY DEPARTMENT OF PUBLIC WELFARE, 1936--.

1 vol.

Record of actions taken on applications filed, showing date of action; sheet, serial, and code numbers; name of applicant; and seal of department if approved. Arr. chron. Hdw. 200 pp. 14 x 10 x 2.



## Department of Public Welfare

(201-204)

## 201. RECORD OF ASSISTANCE GIVEN AGED PERSONS, 1936--.

2 vols.

Record of aid given elderly people, showing application, code, and serial numbers; name of applicant; history of case; dates granted and effective; and amount of assistance. Arr. alph. by names of applicants. Hdw. 500 pp. 14 x 8 x 4.

For other old age pension records, see entry 3.

## 202. RECORD OF ASSISTANCE GIVEN DEPENDENT CHILDREN, 1936--.

1 vol.

Record of assistance given dependent children, showing report of investigator; name and age of child and applicant; amount allowed; date; and warrant and certificate numbers. Arr. alph. by names of applicant. Hdw. 200 pp. 14 x 8 x 2.

## 203. RECEIPT BOOK OF PAYMENT OF PUBLIC ASSISTANCE, 1936--.

2 vols.

Receipts for money paid out for relief, showing date, amount, source, warrant and serial numbers, nature of relief, and name of recipient. Arr. alph. by names of applicants. Hdw. 200 pp. 18 x 8 x 1.

## 204. RECORD OF CLAIMS FILED, AND APPROVAL OF WARRANTS ISSUED, 1936--.

1 vol.

Record of claims filed on death of persons receiving assistance, showing date of death, name of deceased, and amount and number of warrant. Arr. by warrant nos. Hdw. 50 pp. 14 x 10 x 1.



Department of Public Welfare

(205)

205. DEATHS, 1936--. 1 file drawer.

Reports of deaths of persons receiving assistance, showing date of death, name of deceased, amount of assistance received, and cancelation of account. Arr. alph. by names of deceased.

30 x 16 x 10.



## XXIV. SURVEYOR

The surveyor is a constitutional officer, elected for a two-year term, without restriction on reelection. 1/ He must give bond in an amount fixed by the board of commissioners of not less than five thousand dollars. 2/

Prior to the Constitution of 1851, the surveyor was a statutory officer, appointed in Switzerland County, by the Governor, under the authority of an act of 1818, 3/ and by the board of commissioners by an act of 1831. 4/

The surveyor has charge, under the direction of the board of commissioners, of all surveying and civil engineering work of the county, including the preparation of plans and specifications for, and supervision of, the construction of all bridges, turnpikes, roads, and levees. 5/ He supervises the construction and maintenance of all ditches. 6/ He also has charge of the repair and maintenance of county highways, 7/ unless the board of commissioners employ a highway supervisor. The board of commissioners of Switzerland County has employed an extra officer as highway supervisor, as permitted by statute. 8/

For private parties, the surveyor takes acknowledgments of mortgages and deeds for the conveyance of real estate, 9/ and, upon request, makes surveys and establishes lines and corners of lands. 10/

The surveyor is required to preserve a copy of the original field notes of the surveys of the townships in his county 11/ and a record of all surveys made by him. 12/

All the records are located in surveyor's office, Miller's residence, R.R., Vevay, Ind.

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- 1/ Const., art. 6, sec. 2; 1 Rev. Stat. 1852; Burns 49-3301; Baldwin 5504.  
 2/ Acts 1913; Burns 49-3302; Baldwin 5505.  
 3/ Acts 1817-18, ch. 30, sec. 1.  
 4/ Rev. Laws 1831, ch. 102, sec. 1.  
 5/ 1 Rev. Stat. 1852, Acts 1911; Burns 49-3309; Baldwin 5508.  
 6/ Acts 1933; Burns 27-101; Baldwin 5737.  
 7/ Acts 1933; Burns 36-1101, 36-1102; Baldwin 8699, 8700.  
 8/ Acts 1933; Burns 36-1110; Baldwin 8708.  
 9/ 1 Rev. Stat. 1852, Acts 1857; Burns 49-3317; Baldwin 5519.  
 10/ 1 Rev. Stat. 1852, Acts 1875; Burns 49-3311; Baldwin 5509.  
 11/ 1 Rev. Stat. 1852, Acts 1911; Burns 49-3309; Baldwin 5508.  
 12/ 1 Rev. Stat. 1852, Acts 1875; Burns 49-3311; Baldwin 5509.

### Surveys and Reports

#### 206. SURVEYOR'S RECORD, 1875--. 7 vols. (1-7).

Record of all surveys, showing field notes, sketches, drawings, blue-prints, and legal description of lands and tracts, <sup>and</sup> description and location of drains and ditches. Indexed alph. by names of drains.  
 Hdw. 400 pp. 18 x 13 x 3.

#### 207. FIELD NOTES, 1920--. 1 vol.

Transcript of state auditor's record, showing sections, townships, divisions, and subdivisions, <sup>and</sup> complete description of survey indicating corners, lines, markers, stones, trees, and distances. Arr. chron.  
 Hdw. 170 pp. 14 x 10 x 1.

#### 208. PLAT BOOK, 1845--. 2 vols.

Plats of land surveys and sections, showing name of owner, number of acres, description and location of corners and lines, and date of survey. Indexed alph. by names of land owners. Hdw. 425 pp.  
 18 x 13 x 3.



## XXV. HIGHWAY SUPERVISOR

The highway supervisor of Switzerland County is appointed by the board of commissioners under the authority of an act of 1933 and serves at the will of the board. The board may appoint the surveyor or any other person to the office; in the event they do not make such appointment, the duties are performed by the surveyor without additional compensation. In Switzerland County the board of commissioners has appointed an extra officer to serve as highway supervisor. 1/

From 1879 to 1913 the board of commissioners was constituted by the legislature a board of turnpike directors for the management and control of county highways. 2/ This board was abolished by an act of 1913 and the office of superintendent of highways was created. This officer was appointed by the board of commissioners and placed in charge of highways. 3/ This office was abolished in 1933 4/ and the duties of the superintendent of highways transferred to the surveyor, 5/ unless the board of commissioners appoint a highway supervisor. 6/

The highway supervisor has general charge of the repair and maintenance of county highways, bridges, and culverts; 7/ maps all highways, dividing the roads into districts, giving each road a separate name or number and setting forth the length and character of each road and the kind and volume of traffic, for the purpose of uniform maintenance; 8/ exercises police power in the control of highways and may fix the limit of loads for any highway, bridge, or culvert; 9/ establishes standards for maintenance according to



## Highway Supervisor

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topography, nature, and volume of traffic and the availability of repair materials; and makes a complete itemized estimate of the cost of repair and maintenance of highways, bridges, and culverts for the annual budget. 10/

The records of the highway supervisor are maps of the highway system made by him; 11/ reports of work in progress; 12/ monthly reports to the board of commissioners of all work done; and an annual report of his work with a complete statement of all expenditures under his supervision. 13/

All the records are located in the courthouse.

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- 1/ Acts 1933; Burns 36-1110; Baldwin 8708.
  - 2/ Acts 1879, ch. 115, sec. 1.
  - 3/ Acts 1913, ch. 330, sec. 1.
  - 4/ Acts 1933; Burns 36-1113.
  - 5/ Acts 1933; Burns 36-1110; Baldwin 8708.
  - 6/ Acts 1933; Burns 36-1101, 36-1102, 36-1110; Baldwin 8699, 8700, 8708.
  - 7/ Ibid.
  - 8/ Acts 1933; Burns 36-1109; Baldwin 8707.
  - 9/ Acts 1933; Burns 36-1102; Baldwin 8700.
  - 10/ Acts 1933; Burns 36-1103; Baldwin 8701.
  - 11/ Acts 1933; Burns 36-1109; Baldwin 8707.
  - 12/ Acts 1933; Burns 36-1106; Baldwin 8704.
  - 13/ Acts 1933; Burns 36-1104; Baldwin 8702.

209. APPROPRIATION LEDGER, HIGHWAY SUPERVISOR, 1903--. 7 vols.

Record of appropriations and disbursements for maintenance of roads and bridges, showing date and amounts of appropriations and disbursements, funds debited or credited, and balance. Arr. chron. Hdw. 325 pp. 18 x 12 x 2. 6 vols., 1903-35, bsmt. stg. rm.; 1 vol., 1936--, Aud. vt.





## 210. RECORD, 1914-30. 5 vols. (1-5).

Record of expenditures for repairs, showing date, kind and cost of material, from whom purchased, labor performed, and district number.

Arr. chron. Hdw. 250 pp. 17 x 16 x  $2\frac{1}{2}$ . Bsmt. stg. rm.

## 211. YEARLY CASH BALANCE, 1930-34. 1 vol.

Record of annual appropriations and disbursements, showing previous balance, amounts of appropriations and disbursements, fund debited or credited, and current balance. Arr. chron. Hdw. 200 pp.

12 x 10 x  $1\frac{1}{2}$ . Bsmt. stg. rm.





(Text entry 212, page 52)

## XXVI. AGRICULTURAL AGENT

The agricultural agent of Switzerland County is appointed by the director of agricultural extension service of Purdue University, subject to the approval of a state board, entitled county agricultural agent board, under the authority of an act of 1913, as amended in 1937. His qualifications are prescribed by the board, and his salary is paid from a state fund through Purdue University. 1/

The office of county agent, commonly called agricultural agent, was created in Switzerland County in 1921. This agent was appointed annually by Purdue University, subject to approval of the state and county boards of education, upon petition by residents of the county. The state paid part of his salary. 2/

The duties of the agricultural agent, under the supervision of Purdue University, are to cooperate with farmers' institutes, farmers' clubs, and other rural and civic organizations; to conduct practical farm demonstrations, boys' and girls' clubs and contest work, and other movements for the advancement of agricultural and country life; to give advice to farmers on practical farm problems; and to aid the superintendent of schools and the teachers of the county in giving practical education in agriculture and domestic science. 3/

The records of the agricultural agent consist of reports of his activities, to Purdue University, under its direction.

All the records are located in the agricultural agents office, in the courthouse.

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1/ Acts 1913, 1923, 1927, 1937; Burns, 1937 suppl., 28-4911; Baldwin, 1937 suppl., 6457.

2/ Acts 1913, ch. 24, sec. 12.

3/ Acts 1913, 1927, 1937; Burns, 1937 suppl., 28-4911; Baldwin, 1937 suppl., 6457.

212. ANNUAL NARRATIVE RECORD, 1921--. 15 vols.

Reports of county agent to Purdue University, showing number of projects, attendance at meetings, demonstrations, farm visits, and summary of results. Arr. chron. Hdw. 100 pp. 11 x 10 x  $\frac{1}{2}$ .

213. COUNTY AGENT'S ANNUAL REPORT, 1936--. 1 file box.

Annual reports of county agent, showing receipted bills, name of payee, date, amount, purpose, list of all unpaid bills, budget contracts, copy of monthly reports, program of work, and projects outlined. Arr. chron. 30 x 16 x 12.

214. ADMINISTRATION, 1936--. 1 file box.

Administrative papers of county agent, showing instructions given to state leaders, and names and addresses of all persons on mailing list. Arr. chron. 30 x 16 x 12.

215. CO-OPERATING AGENCIES, 1935--. 1 file box.

Register of names of all co-operating agencies, showing name, address, and type of business. Arr. chron. 30 x 16 x 12.

216. AGRICULTURAL ENGINEERING REPORT, 1936--. 1 file box.

Card reference of agricultural engineering property, showing engineer's name, building plans, cost, dates of starting and completion, and purpose of building. Arr. chron. 30 x 16 x 12.



## Agricultural Agent

(217-222)

217. AGRICULTURAL EXTENSION METHODS, 1935--. 1 file box.  
Record of agricultural extension work, showing type of project, research, date of information, and verification of findings, Arr. chron. 30 x 16 x 12.

218. AGRICULTURAL ECONOMIC FARM RECORD, 1936--. 1 file box.  
Economic farm record, showing names of members of federal farm board, marketing of produce, prices received, date, amount, articles sold, and profit made. Arr. chron. 30 x 16 x 12.

219. SOILS, 1936--. 1 file box.  
Record of soil tests in this county, showing date of test, name of farm, fertilizler used, and yield before and after application. Arr. chron. 30 x 16 x 12.

220. FARM CROPS, 1936--. 1 file box.  
Record of tests on varieties of farm seed, showing date of test, name and kind of seed, and amount of gain or loss made on test over last year. Arr. chron. 30 x 16 x 12.

221. HORTICULTURE, 1936--. 1 file box.  
Record of care of orchards and gardens, showing amount produced, method of cultivation, and types of spraying for insects. Arr. chron. 30 x 16 x 12.

222. FORESTRY, 1936--. 1 file box.  
Record of care and amount of timber one acre should contain for proper growth, showing care used in planting new trees, trimming, and general care for promoting healthy growth. Arr. chron. 30 x 16 x 12.



## Agricultural Agents

(223-227)

## 223. WEEDS, 1936--. 1 file box.

Record of methods of freeing farms of weeds, showing name of destructive weed, method of extermination, test of soil for eradication of weed, and name of farm that has such weed growing. Arr. chron. 30 x 16 x 12.

## 224. RESULT OF TUBERCULIN TEST, 1927--. 1 file box.

Record of cattle tested for tuberculosis, showing name and address of cattle owner, date of test, breed of cattle, number tested, reaction, number passed, and signature of veterinarian. Arr. alph. by names of owners. 18 x 12 x 12.

## 225. BLOOD TESTS FOR BANGS DISEASE, 1921--. 1 file box.

Record of blood tests made for Bangs Disease, showing name and address of owner, location of farm, date of test, number of reactions, and signature of veterinarian. Arr. alph. by names of owners. 18 x 12 x 12.

## 226. SHEEP, 1936--. 1 file box.

Record of sheep raising industry, showing breed, number, profit, amount of wool produced, number of lambs raised, and method of feeding. Arr. chron. 30 x 16 x 12.

## 227. ENTOMOLOGY, 1936--. 1 file box.

Record of general care of bees, showing diseases of bees, and method of treatment, injurious insects, method of extermination, and treatise on the production of honey. Arr. chron. 30 x 16 x 12.







Agricultural Agent

(228-230)

228. RODENTS, 1936--. 1 file box.

Lists of names of birds and rodents that damage crops, showing their habits, damage they do, and how to eradicate them. Arr. chron. 30 x 16 x 12.

229. SHOW EXHIBITS, 1935--. 1 file box.

Record of items placed on exhibit at county and state fairs and international live stock exhibits where displays have been made, and list of prizes offered and won. Arr. chron. 30 x 16 x 12.

230. 4-H CLUB BOOK, 1932--. 1 vol.

Register of boy members of the 4-H Club, showing name, date of enrollment, age, activities, accomplishments, grade given, and eligibility to participate. Indexed alph. by names of members. Hdw. 100 pp. 12 x 8 x 1.



















